



AGENDA

IMPERIAL VALLEY COLLEGE COUNCIL

**Monday, October 27, 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
Jessica Waddell, Classified Representative
Patty Robles, Alternate Classified Representative

Carlos Fletes, CMCA Representative
Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative
Itzel Bejarano, Student Representative
Jonathan Balint, Student Representative
Steven Scicky, Alternate Student Representative
Josasat Trejo, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

MEMBERSHIP CHANGES

PUBLIC COMMENT

APPROVAL OF MINUTES DATED MONDAY, OCTOBER 13, 2008

AREA REPORTS/UPDATES

Instruction/Academic Services – Kathy Berry
Accreditation Process – Kathy Berry
Learning Services – Dr. Taylor Ruhl
Business Services/Bond Projects/Parking and Facilities Plan Update – John Lau
Student Services – Dr. Victor Jaime
ACCESO – Gloria Carmona
Title V Cooperative Grant – Dr. Lianna Zhao
Technology Services – Dr. Robin Ying
Associated Student Government – Chantilee Mendenhall
President's Update – Dr. Ed Gould

MINUTES FROM STANDING AND AD HOC COMMITTEES

1. Citizens Oversight Committee for Measure L, 6/13/08.
2. Planning and Budget Committee, 9/24/08, 9/30/08.
3. Curriculum and Instruction Committee Meeting, 9/18/08.
4. IVC Academic Senate, 10/1/08.
5. Customer Service Committee, 9/05/08.
6. Student Learning Outcome Committee, 9/09/08.
7. Insurance Committee, 9/08/08.

DISCUSSION AND INFORMATION ITEMS

None.

ACTION ITEMS

1. Approval of Smoke Free Campus – Travis Gregory and Chantilee Mendenhall

ADJOURNMENT

**2008-2009 College Council Meeting Schedule
at 2:30 p.m. in the Board Room**

2008		2009	
July 14 & 28	October 13 & 27	January 12 & 26	April 27
August 11 & 25**	November 24	February 9 & 23	May 11
September 8 & 22	December 8	March 9 & 23	June 8 & 22*

Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177-day members



MINUTES

IMPERIAL VALLEY COLLEGE COUNCIL

Monday, October 13, 2008 – 2:30 P.M.
Administration Building Board Room

College Council Chair John Abarca called the meeting to order at 2:38 p.m.

Council members in attendance were as follows:

Kathy Berry, Administrative Representative
Robin Ying, 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)
Frances Arce-Gomez, Classified Representative
Jessica Waddell, Classified Representative

Rick Webster, Alternate CMCA Representative

Chantilee Mendenhall, Student Representative
Steven Scicky, Alternate Student Representative
Josasat Trejo, Alternate Student Representative

Dr. Ed Gould, Ex Officio

Recording Secretary: Adriana Sano

Council members not in attendance were as follows:

Efrain Silva, Administrative Representative
Norma Nuñez, Alternate Faculty Representative
Patty Robles, Alternate Classified Representative
Carlos Fletes, CMCA Representative
Jonathan Balint, Student Representative
Itzel Bejarano, Student Representative

Others Present:

Tina Aguirre, Gloria Carmona, Frank Rapp, Liana Zhao, John Lau, Travis Gregory,
Marilyn Boyle, Dr. Taylor Ruhl

MEMBERSHIP CHANGES

Steven Scicky, Alternate Student Representative
Josasat Trejo, Alternate Student Representative

PUBLIC COMMENT

None.

APPROVAL OF MINUTES DATED MONDAY, SEPTEMBER 8, 2008

M/S/C Michael Heumann/Bruce Seivertson to approve the minutes dated September 8, 2008.

AREA REPORTS/UPDATES

Instruction/Academic Services

Vice President for Academic Services Kathy Berry reported the following:

- Attended the Education and Workforce Conference on October 9th; the majority in attendance were business leaders, industry leaders, superintendents, high school principals, IVC staff, and SDSU staff. VP Berry stated it was interesting to hear the needs of the business community (i.e., solar companies, geothermal companies, banks, business owners); they indicated the three most difficult positions to fill were geologists, mineralogists, and mineral engineers. Other positions mentioned were bioengineers and diesel mechanics. Local business leaders in the area indicated there is a need for individuals with basic reading, math, and communication skills that are ready to learn.

Accreditation Process

Vice President for Academic Services Kathy Berry reported the following:

- Announced the Board of Trustee approved the Accreditation Report at their Wednesday, October 8, 2008 meeting. The report is being printed and will go out by Federal Express early in the morning.
- She thanked everyone on campus for their hard work and help in getting the report done on time.
- Next week, the campus will start working on the next Accreditation Report which is due October 15, 2009. SLOs will need to be completed by this date, and IVC will need to show the commission that the new restructuring/planning works.

Learning Services

Dr. Taylor Ruhl reported the following:

- He announced that Learning Services is in the process of developing a newly designed website. One of the things immediately accessible on the website and of use to a number of people is the library and learning service hours.
- Learning services is working on giving new emphasis on copyright and have developed extensive links on the website.
- Noe Ibarra, AV Assistant will be retiring November 1st, and IVC will be recruiting for this position.
- Thanked the reprographics department for their work in designing and producing the brochures for the Education and Workforce Conference.

Business Services/Bond Projects/Parking and Facilities Plan Update

Vice President for Business Services John Lau reported the following:

- Reported that the budget will be presented to the Board of Trustees for approval on October 15th.
- Next College Council meeting he will have a budget overview to talk about where the district is now, and where the institution will be in the next couple of years.
- Reported the Math and Science buildings are well underway, but because of the cost it has caused us to rethink how we want to spend the rest of the bond proceeds, and what we want to accomplish with it. This will be discussed at the Citizen Oversight Committee meeting which meets this Friday, October 17th.
- Next May he hopes to be able to schedule tours of the new buildings.
- Reported he has been working with the subcommittee which Sergio and Bruce are a part of and has created a plan which takes into consideration the physical and financial constraints of the college; it will take about a year to complete. The plan includes moving the parking center over by the Math and Science building and adding new entryways to the front of the college. He stated that once the plan is approved, IVC will be presenting a drawing of the plan to College Council.

Student Services

Vice President for Student Services Dr. Victor Jaime was not present at the meeting.

ACCESO

Project Director Gloria Carmona reported the following: (Program Report)

- Reported the Final census count for fall 2008 online courses was at 1,530; the fill rate was at 108%.
- Reported instructors are using the Etudes in their classes this fall, currently 27 with 41 sections; courses include Art, English, Geology, History, Journalism, Math, Nursing, Political Science, and Spanish.
- Reported DE Counselor Questions were implemented in the fall of 2006 for students who may want to ask a counselor a question via the internet.
- Announced ACCESO is still looking into room scheduling programs; there were two presentations last month, CollegeNet and Astra Scheduling. Both programs were quite impressive, but costly. Dr. Ying will be scheduling a presentation by SunGuard for options within Banner.
- Reported Degree Works Training took place the first week in October, with future trainings scheduled in November and December.
- Reported ACCESO held the fourth week of Tech Camp 2008 for teachers that completed the Summer Tech Camp. She stated these teachers received a full day of technology training.

Title V Cooperative Grant

Dr. Lianna Zhao reported the following:

Computer Science Program

- Articulation of CS 220 with SDSU was approved, CS 230 was denied; solutions to this are currently being developed.
- The IVC CS major paperwork was tabled at the state level due to some information lacking in the market research and articulation sections of the application. Revisions are currently underway.
- IVC Room 1705 is not at the capacity to meet the demand of the increased enrollment. The administration continues to help us find a big room/lab.
- 10 students are enrolled in the new BA in computer science program at SDSU-IV, and have received scholarships. Two more students are taking computer science courses through Open University.
- We are developing outreach activities for computer science 2+2 program. A meeting was scheduled on Oct 14, for SDSU computer science faculty to talk to grades 7-14 about a series of upcoming CSI-themed workshops that will teach students to write fingerprinting programs to solve imaginary crimes.

Nursing Program

- 13 of 16 SDSU-IV nursing first cohort students entered the second year of the program. 6 new students entered the program for Fall 08. A total of 22 students are enrolled in the RN-BS in nursing program at SDSU-IV.
- The Chief Nursing Officers from the two local hospitals are serving as SDSU-IV's clinical instructors in the Leadership and Management course as an in-kind contribution to the program.
- SDSU-IV hired Sheila Dollente to be a part-time nursing advisor.
- Hoyt also started to work part-time for the School of Nursing at SDSU as the RN-BS in Nursing Coordinator for their program, as well as SDSU-IV's. Betty Wong was hired to be a part-time secretarial support to Hoyt paid by Title V.

Student Services

- Gomez worked with students applying for Spring 2009 admission, to develop their education plans, to continue advising new and continuing students in the CS and Nursing programs at IVC.

Management

- We have participated in IVC College, University, and Career Day with demonstrations and displays.
- 2+2 website at IVC was updated.
- The Internal Monitoring Team meeting and the External Evaluator on-site visit for Year 3 is schedule on 10-29-08 at SDSU-IV.
- We continue work with the subcontractor and partner institution to nail down the contract language for Year 4.

Technology Services

Dean of Technology Robin Ying reported the following:

- Reported the technicians finally resolved the problem with the 60 channels, and the new phone system is working well as of this morning.
- Announced all phones should be functioning in the next couple of weeks.

Associated Student Government

ASG President Chantilee Mendenhall reported the following:

- ASG conducted the non-smoking survey which contained questions about the current smoking policy and how students felt about changing the policy. The students' responses were 1) having designated areas; 2) no change at all; or 3) going smoke free. The survey also asked students what sports they would like to see added on campus. Top three responses were 1) football; 2) track; and 3) swimming.
- ASG's VC Idol and Rock the Boat Events were held last week.
- Wednesday October 15th is the last day for Voter's Registration.
- There will be no events scheduled for the next two weeks due to midterms.
- The ASG Halloween Event will take place on Thursday, October 30th.

President's Update

Dr. Gould reported the following:

- Dr. Gould thanked everyone and the students for their help and efforts during voting registration.
- He asked ASG President Chantilee Mendenhall to make recommendations to College Council and the Board of the survey findings.
- He reported the Education and Workforce Conference was held last week, and there were over 200 people in attendance. He stated the purpose of the conference was to bring the business community and education P-16 closer together, and working on aligning the colleges curriculum to the needs of the economic development in the area.
- He apologized for not being prepared to address the five action items which he had suggested and stated he will bring them back soon.
- He reported Rick Webster took aerial photos of the IVC campus the second week of school; the photos show cars lined up along Aten Road, on both the east and south side. There were cars up and down and onto Highway 111 creating a dangerous situation. He stated the administration will be recommending to the Citizens Oversight Committee on Friday that some funds be spent to open up both the west side entrance and the second north side entrance as soon as possible. He hopes to alleviate this situation by summer 2009.
- He stated that a proposal will be presented to the Citizens Oversight Committee to go through campus buildings one at a time to modernize some buildings prior to building the second Career Tech Building. The reason is that the funds in Measure L are not sufficient to fund the \$21 million dollar Career Tech Building. He stated he would be requesting a future match for the Career Tech Building from the state, if and when the two bonds pass.
- He reported there is ongoing discussions with the Citizens Oversight Committee whether to do one of two things: to extend Measure L for 11 more years, which would not increase the tax rate, but would extend it to 20 years and would produce \$57 to \$67 million dollars; or whether the district needs to go to the public in the near future for a second bond campaign.
- He reported that the state is currently running 5.3% below the expected revenue for the first quarter, which means a \$1.5 billion dollar shortfall; the state is now looking at a \$3 billion to \$4.4 billion dollar shortfall by year end which has prompted the governor to make mid-year adjustments to raise taxes or to do

both. The district will not know anything until the 2009-10 budget, and until new legislature is in place, January 10th is the deadline for the governor to present his budget.

- He reported that IVC is in discussions with KYMA Television and is looking into housing them on campus for a long range plan of having a communications and technology program.

MINUTES FROM STANDING AND AD HOC COMMITTEES

Minutes from the following committee meetings were received:

1. Student Learning Outcome Committee, 7/22/08.
2. Campus Operations Committee, 5/29/08, 9/18/08.
3. Curriculum and Instruction Committee Meeting, 8/28/08, 6/12/08.
4. Exercise Science, Wellness, Sports Division, 8/22/08.
5. Planning and Budget Committee, 8/27/08.
6. Student Affairs Committee, 5/19/08, 9/29/08.
7. IVC Academic Senate, 9/3/08, 9/17/08.

DISCUSSION AND INFORMATION ITEMS

1. New Classified Management Positions – Dr. Ed Gould

Dr. Gould reported that he will be recommending four new classified management positions to the board on Wednesday. The cost for these four new positions will be \$21,000.00 to \$108,000.00.

- The first position is the Director of Public Relations. Since public relations is currently being outsourced; this will be a half-time position with a savings of \$5,000.00 per year.
- The second position is the Director of Admissions and Records; this position will replace the Associate Dean of Admissions, and this will allow training while the Associate Dean of Admissions is still here. Kathie Westerfield has informed IVC of her intent to retire by August 4th 2009.
- The third position is the Director of Research, Planning and Grants Administration; this position will oversee the research, planning process, and audit of grants. This person, in essence, will be the "staff person" to the strategic planning committees to drive the strategic plan. There may be a minor increase of \$5,000.00 if hired internally and if hired off campus that cost will be \$91,000.00.
- The forth position is the Director of Campus Safety; this position will be a POST certified person, who can make arrests. This position will be paid 50% out of parking, and the other 50% will come out of the parking officer position which will not be filled.
- The last position is the Director of Purchasing; this position will implement a centralized purchasing department, will allow us to take advantage of all the state and other purchase program discounts, and will have inventory control of all items. This position should pay for itself with the savings in discounts.

ACTION ITEMS

Approval of Smoke Free Campus – Travis Gregory and Chantilee Mendenhall

ASG President Chantilee Mendenhall stated that a resolution had been drafted and she will be sending it out this week.

Chair John Abarca requested that she read the resolution, and forward it to the recorder who will forward to College Council members.

ASG President Chantilee read the resolution, and agreed to forward it to the recorder.

Dr. Gould suggested that because of the nature of the controversy this resolution should be taken to the constituent groups for discussion and feedback.

Member Lopez stated the last survey taken two years ago included a large number of staff and faculty, which surveyed about 700 students and 200 staff members.

Chair Abarca asked that this action item be taken to each division and then be brought back to College Council for discussion or action item.

ADJOURNMENT

M/S/C Bruce Seivertson/Sergio Lopez motioned to adjourn the meeting at 3:25 p.m.

2008-2009 College Council Meeting Schedule at 2:30 p.m. in the Board Room

2008		2009	
July 14 & 28	October 13 & 27	January 12 & 26	April 27
August 11 & 25**	November 24	February 9 & 23	May 11
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Meeting Canceled

**Fall Semester Begins

* Summer Session Begins

Overload rate for 177-day members

Project ACCESO Program Report

COLLEGE COUNCIL

OCTOBER 13, 2008

Anytime...
Anywhere....

- Final Census Count for Fall 2008 Online Courses = 1530 (Fill Rate = 108%)
- Web Enhanced Courses for Fall 2008 = 27 with 41 sections (Art, English, Geology, History, Journalism, Math, Nursing, Political Science, and Spanish)
- DE Counselor Questions via Internet implemented Fall 2006. First year (2006-07 = 3 per week, 2007-08 = 5 per week, 2008 = 7 per week)
- Room Scheduling Program Presentations: Wednesday, September 24, CollegeNet Presentation, and Thursday, September 25, Astra Scheduling Presentation from 10:00—12:00 in the Student Affairs Conference Room. Both programs were quite impressive, but costly. Dr. Ying will be scheduling a presentation by SunGuard for options within Banner.
- Degree Works Training: 1st week in October.
- Held our fourth day of Tech Camp 2008. Great attendance.



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Citizens Oversight Committee for Measure L
June 13, 2008
2:00 p.m., IVC Board Room

Members Present: Cathy Kennerson and Terence Donovan

Absent: John Anderson, Marlene Best, Dr. F. Paul Chounet, David Lopez, Henry Monroy and Dr. Barbara Macci-Trethewey

Consultants: John Lau, Vice President for Business Services and Jimmy Sanders, Architect

Recorder: Mary Carter

Due to the lack of a quorum, there was no approval of minutes.

Science Building update

John Lau and Jimmy Sanders reported on the Science building project. Most of the underground work is complete. The scaffolding is up and the walls will be going up soon. The height in the center of the building is 30 feet and 18 feet in the single story areas. An owners meeting is held every two weeks. The next big project is the furniture specifications. All bid packages are under contract except for final clean-up, landscaping, communications and concrete/hardscape. The concrete/hardscape will dovetail with the bus terminal project. The College just received a \$1.3 million grant for the bus terminal.

The expected completion date of the Science Building is August 2009. Construction is going smoothly, and fall would be a good time to have the committee tour the site.

Five Year Construction Plan/State Funding

John Lau stated that the College's biggest challenge is finding additional funds to augment bond funds. The Science Building was originally budgeted at \$24 million and is now estimated at \$32 million. The College needs to get creative to finance the Career Tech Building and other projects. Mr. Lau reported that the College will be submitting a *Five Year Construction Plan* to the state in July, with the following priorities:

	Project Title	Scenario		Current Cost	District Share	First Funding Date	Occupy Date
		ASF	Pts				
1	SCIENCE STUDY BUILDING	47,558	134	\$32,000,000	\$32,000,000	2004/2005	2009/2010
2	BLDG 400 MODERNIZATION	8,321	162	\$4,599,000	\$2,299,000	2008/2009	2010/2011
3	MODERNIZE ACADEMIC BLDGS	22,536	106	\$8,427,000	\$1,686,000	2010/2011	2012/2013
4	CAREER TECHNICAL BUILDING	44,030	150	\$23,627,000	\$9,448,000	2011/2012	2014/2015
5	TECHNOLOGY BUILDING	26,555	157	\$17,932,000	\$8,959,000	2012/2013	2015/2016
6	LIBRARY REMODEL/ADDITION	31,928	119	\$13,196,000	\$2,639,000	2013/2014	2015/2016
7	GYM - MODERNIZATION	30,746	94	\$2,280,000	\$2,280,000	2014/2015	2016/2017
8	COUNSELING/FIN.AID MODERNIZATION	5,931	96	\$1,715,000	\$1,715,000	2015/2016	2017/2018
9	ADMINISTRATION BUILDING MODERNIZATION	6,053	96	\$1,322,000	\$1,322,000	2015/2016	2017/2018
				\$105,098,000	\$62,348,000		

The state has approved the Modernization of the 400 Building, however funding is dependent on state construction bonds being approved. The College will have to increase its share for #3 (Modernize Academic Buildings) to a 50% match (\$4 million) in order to achieve a score of at least 130, which is thought to be the threshold to achieve funding. The College is preparing a final project proposal for the Career Technical Building. If state funding is received, then the College will be able to construct a bigger building than with Bond Funds alone, as well as modernize existing shop buildings. Submitting projects for state funding is at least a two year process, and construction cannot start until state funding is approved. The Library project's score was too low to qualify for state funding and it has been moved from priority #2 last year to #6 this year. Projects 1-4 will be funded by the current bond, but projects 5-9 will require a new bond or other new monies. Jimmy Sanders stated that the College is working on a 10 year plan for construction and cash needs.

Expenditure Report: Mr. Lau presented an expenditure report through June 12, 2008. Cash in the County Treasury is \$36,749,017.44.

New Committee Members: It was noted that new committee members will be needed to replace members with second terms expiring in November.

Next Meeting: The next meeting will be held in September 2008, date and time to be determined later.

Meeting adjourned at 2:35 p.m.



Planning and Budget Committee

September 24, 2008

Members Present:

✓John Lau, VP for Bus Svcs, chair
✓Dr. Victor Jaime, Admin. Rep.
✓Dr. Bruce Seivertson, Academic
Senate President
✓John Abarca, College Council Chair

✓Eric Jacobson, Faculty Rep.
✓Dr. Lianna Zhao, Faculty Rep.
✓Carlos Fletes, Director of Fiscal Svcs
✓Dawn Chun, CMCA Representative
✓Betty Kakiuchi, CSEA Rep.

Recorder: Mary Carter

✓Gail Parish, CSEA Representative

✓Chantilee Mendenhall, ASG
Representative

Non-Voting

✓Kathy Berry, VP Academic Services

Call to order

The regular meeting was called to order by John Lau, committee chair at 1:30 p.m. on Wednesday, September 24, 2008 in the Board Room.

Approval of minutes

M/S/C Parish/Jaime to approve the minutes of the August 27, 2008 meeting as presented.

"Program Review as Recommended by WASC"

Dr. Ed Gould presented information on the model for an effective Program Review. The PowerPoint presentation was obtained from WASC, and shows what the accrediting commission is looking for from colleges. IVC is currently on warning status from the accrediting commission, and needs to show continuous quality improvement, integration of systems, and resource allocation that is tied to Program Reviews. The College has not been continuously planning, and living by that plan. The College must also measure what it does. It is an SLO requirement to provide proof of outcomes (i.e. degrees, certificates). The College is currently looking at improving the flow of communication and changing committee structures. Allocation of resources, human, physical, technical and financial must be allocated appropriately, and finance needs to support institutional objectives.

Discussion: Kathy Berry stated that Program Review is not a top down process, information must come up from the programs, and decision must be made based on data. Dr. Gould stated that programs usually ask for more resources regardless of data, now data is going to run rampant. The next wave will be accountability, and measurement of outcomes.

State Budget Update

Dr. Gould reported that the budget has been signed by the Governor, and that state funds will be released. John Lau stated that the budget contains a .68% COLA (cost of living adjustment) and 2% enrollment cap. There is a partial property tax backfill, with a possible \$350,000 coming to the College. Cash flow during the budget impasse was covered by TRANS (Tax Revenue Anticipation Notes) financing. If the economy worsens, mid-year adjustments are possible, as well as further delays in state payments.

2007-08 Budget Closing/Four-Year Budget Analysis

John Lau reported that in order for the budget to be a reliable management tool, the variance between actual and budgeted amounts need to vary (favorably) by no more than 2%.

Carlos Fletes reported that while variances in revenue were small, there were large variances in expenditures. There was a \$88,000 variance in certificated salaries, and a \$180,000 overrun in overload

salaries. Services, supplies, and capital outlay had smaller differences, but still had a 4% variance. Mr. Fletes stated that Lottery funds, which have not been spent over the past two years, should be used to relieve the District instructional supply accounts. These are funds that can only be used for classroom supplies.

Expenditures continue to exceed revenues, and the reserve fell from 27% in 2006-07 to 19% at the end of 2007-08. Due to the variance from budgeted amounts, the ending deficit for 2007-08 was \$1.6 million, down from the original estimate of \$3 million.

The 2008-09 budget is projected to be \$3.2 million in the red, bringing reserves down to 9%. There has been a 7% increase in expenses, but only a 2.29% increase in revenue.

John Lau stated that there are concerns about the significant variance in adjunct/overload salaries. Kathy Berry stated that enrollment management is a complex process, but that the budget is finite and while divisions must work to satisfy needs, they must have targets as to how much overload and how much adjunct funds are available

John Lau stated that in the future, more justification will be needed for supply accounts. Also, the College will be returning to centralized purchasing.

Adjustments to Tentative Budget:

Carlos Fletes reported on adjustments to the 2008-09 budget that have been made since the Tentative Budget was adopted in June:

1. Transfer of district instructional supplies to restricted lottery carry-over	135,114	
2. Staff welcome back event		-6,800
3. Health and Welfare actuarial study		-6,000
4. Brain Trust contract		-71,900
5. Four Classified Management positions (starting Jan. 2009)		-177,262
Director of Research, Planning and Grants		
Director of Purchasing		
Director of Admissions & Records		
Director of Public and Media Relations (1/2 time)		
6. Community outreach		-18,000
7. Two cash registers for cafeteria		-3,500
8. President's Office furniture		-6,700
9. Nursing department office furniture		-14,000
10. Net fund balance adjustment	1,458,441	
11. Board elections		-75,626
12. One counselor position missed in tentative budget		-107,000
13. Title IX officers		-3,983
Adjustments to be made		
Programmer position	73,258	
Director of Campus Safety and Security (district share)	48,479	
One half of PR contract	27,000	

New classified management positions include: Director of Research, Planning and Grants, Director of Purchasing, Director of Admissions and Records, Director of Publicity and Media Relations (1/2 time), and Director of Campus Safety and Security. The Director of Admissions and Records will overlap with the Associate Dean, in order for training to take place. The Public Campus Safety and Security is needed to address security issues and disaster and emergency planning.

Discussion: Dawn Chun asked about the cost of borrowing (TRANS), Carlos Fletes stated that the College will repay the TRANS in May. John Lau stated that there is a possibility that the College will earn enough interest to offset the cost of borrowing. Dr. Lianna Zhao asked about the process for making budget adjustments; John Lau stated that requests go through the area vice president to the President. Vice Presidents are held accountable for their areas.

Carlos Fletes stated that no further changes to the District budget are anticipated, and the Final budget will go to the board for approval on October 15. A special meeting of the Planning and Budget committee will be needed next week in order to make a recommendation on the budget.

Accreditation Response

Kathy Berry reported that the sub-committee has been meeting since August. The committee reviewed the "Planning Process Committee Flow Chart" which provides a formal means of communication and information sharing. A Strategic Planning Committee has been created which will report to College Council. The Strategic Planning and Budget and Fiscal Planning will be two separate entities. The Budget and Fiscal Planning Committee will be responsible for the plan for resource allocation. "Budget" is short term and reactionary, while "fiscal planning" is long term. "Strategic" Planning is very long term planning. The strategic plan will need to be updated every year, with major surveys every six years to fit the accreditation cycle. All recommendations will be fed to the College Council, which will report to the Superintendent/President. The Strategic Planning Committee will have representation for all areas. Next week the whole strategic planning packet will be available.

The non-functional committees shown on the chart will be addressed later, and over the next year all committees will be evaluated. Dr. Gould stated that each committee has to work, that the planning process should not be allowed to stagnate.

Discussion: Dawn Chun asked what the process is for new grants. Dr. Gould stated that the process starts with a division, and that all three vice presidents will need to sign off on a grant.

Meeting adjourned at 3:15 p.m.



Planning and Budget Committee
September 30, 2008

Members Present:

✓John Lau, VP for Bus Svcs, chair
✓Dr. Victor Jaime, Admin. Rep.
_Dr. Bruce Seivertson, Academic
Senate President
_John Abarca, College Council Chair

✓Eric Jacobson, Faculty Rep.
✓Dr. Lianna Zhao, Faculty Rep.
✓Carlos Fletes, Director of Fiscal Svcs
✓Dawn Chun, CMCA Representative
✓Betty Kakiuchi, CSEA Rep.

Recorder: Mary Carter

✓Gail Parish, CSEA Representative
_Chantilee Mendenhall, ASG
Representative

Non-Voting

✓Kathy Berry, VP Academic Services

Alternate: Norma Nuñez for Dr. Bruce Seivertson

Call to order

The special meeting of the Planning and Budget Committee was called to order by John Lau, committee chairperson at 3:00 p.m. on Tuesday, September 30, 2008 in the Transfer Center.

Recommendation to approve the Final 2008-09 Budget

Carlos Fletes reported on additional adjustments to the 2008-09 budget that have been made since the since the September 24 committee meeting:

Most recent requests

Community Outreach – Public relations	20,000
Adjunct Faculty, sexual harassment education	15,000
Capital improvements – portable building for tv/communications	180,000

- Public Relations: \$20,000 to expand IVC visibility in the community (i.e. Cattle Call and other events).
- Sexual harassment education for Adjunct Faculty, \$15,000: The College is non-compliant in this area, funds are needed for training.
- Portable Building for TV station: This is a one-time expenditure for a modular building to house a local television station that wants to partner with the College. The t.v. station will pay rent of \$2,000 month over the next eight years. The program will offer the College publicity and community exposure, and in the future the College could offer classes in communications. This is an arrangement that the t.v. station's ownership has done with other colleges.

Discussion: Eric Jacobson asked if these requests are included in the Master Plan, and didn't Human Resources know that the College was out of compliance regarding the adjunct faculty before. Kathy Berry stated that there is a communications major in the Humanities Division, although journalism classes are currently on hiatus. Some things can't be anticipated, i.e. the need for ergonomically correct furniture for Nursing. John Lau stated the t.v. station approached the College because their current lease was up, and there is a very narrow window in order to accommodate their needs. The move in date would be the end of October or early November. Human Resources also needs to be moved to temporary offices, with a modular building in place by April or May. John Lau stated that although these are new costs, new ideas are being introduced. There are challenges going forward to tighten the budget and make choices in allocation of funds. New ideas are being introduced, but administration felt they were needed. The President has a strong sense of community, and the strategy is for IVC to be more a part of the community. John Lau stated that the committee has the ability to vote no on the

budget, and that recommendation would go to the President. Eric Jacobson asked if there was any alternative to payment of the COP and LRB debt, John Lau stated that it is a legal debt incurred by the College. The money has been borrowed and spent, and that although the payments were diverted to the Bond Fund for several years, the obligation was not included in the Bond ballot language, and the payments have been returned to the General Fund. Betty Kakiuchi asked when GASB 45 funding would start. John Lau stated that the College has a \$42 million unfunded liability, which is \$1.3 million per year on a pay-as-you-go basis. This is a large amount for a college our size, and while the College could live with it for awhile, it will continue to grow. The true costs of benefits must be realized. Eric Jacobson cautioned that with an unstable economic outlook, it is not the best time to add positions. John Lau stated that the state budget could get worse, and that cost containment might be needed.

M/S/C Parish/Chun to recommend approval of the 2008-09 Final Budget to the Superintendent/President (No: Jacobson, abstain: Nuñez)

Strategic Plan

John Lau stated that the issue of classified representation on the Strategic Planning Committee has arisen, but that the make-up of the committee is based on committee representation. Kathy Berry stated that the committee composition should state representative not chair, and the document will be corrected. Kathy Berry reported that the sub-committee has been meeting since early August to develop the Strategic Planning document, which addresses integrated planning. Page 3 shows a conceptual drawing for the planning process on campus. All existing committees are either under the Academic Senate or College Council, with communication flowing both ways.

M/S/C Jaime/Fletes to recommend approval of the Strategic Planning Process (as amended) to the Superintendent/President.

Kathy Berry reported that the Accreditation Progress Report is currently in its 5th draft, and is being reviewed by the Brain Trust consultants. The document will be sent out to the campus soon, and comments are welcomed. Eric Jacobson asked about the contributions made by the consultants, and Kathy Berry reported that the consultants have suggested significant changes to the report. In addition to the two consultants assigned to the College, they also share the report with the 30 other consultants who work with the Brain Trust for their input and expertise. John Lau stated that next year will be critical for the College to show evidence that the plan is being implemented.

Meeting adjourned at 4:05 p.m.

**IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 18, 2008
3:05 P.M. – BOARD ROOM**

Present: Tina Aguirre Suzanne Gretz Carol Lee Lianna Zhao
Kathy Berry Melani Guinn Joe Trejo *(for C. Mendenhall, ASG Pres.)* Dave Zielinski
Ted Ceasar Gonzalo Huerta Val Rodgers
Dave Drury Victor Jaime Taylor Ruhl

Consultants: Frances Beope Norma Nunez Kathie Westerfield Efrain Silva
Michael Heumann

Absent:

Visitors: Frank Rapp Robin Ying Jessica Waddell 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 3:08 p.m. on Thursday, September 18, 2008.

Since a student was in attendance in the place of ASG President Chantilee Mendenhall, formal introductions of all members, consultants, visitors and guests were made.

B. Approval of the Minutes of August 28, 2008

M/S/C Huerta/Drury to approve the C & I Committee meeting minutes of August 28, 2008, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. (NEW) ENGL/HUM 226 – Introduction to Mythology (3.0)

M/S/C Guinn/Zielinski to approve the addition of ENGL/HUM 226, INTRODUCTION TO MYTHOLOGY, to the credit curriculum, effective with the 2009 – 2010 academic year, as presented. The motion carried.

David Zielinski provided a brief explanation of the two proposed validation matrices attached to the course outline. He indicated that of the two proposals, validation matrix #1 is the more appropriate one to use.

B. Distance Education Courses – Addendum Documentation

1. PE 210 – Introduction to Physical Education (2.0)

M/S/C Drury/Rodgers to approve the Distance Education Addendum for PE 210, INTRODUCTION TO PHYSICAL EDUCATION, to provide greater access and allow the inclusion of all modalities of learning, effective spring 2009, as presented. The motion carried.

C. Noncredit

1. Noncredit Courses

a. (REVISED) PE 804 – Balance and Mobility for Older Adults (48.0 Seat Hours)

M/S/C Drury/Guinn to approve the revision of the course title for PE 804, BALANCE AND MOBILITY FOR OLDER ADULTS, effective spring 2009, as presented. The motion carried.

2. Noncredit Certificates of Completion

a. (NEW) ESL Civics Noncredit Certificate of Completion

M/S/C Zhao/Jaime to approve the new ESL CIVICS NONCREDIT CERTIFICATE OF COMPLETION, effective spring 2009, as presented. The motion carried.

b. (NEW) ESL Survival Skills Noncredit Certificate of Completion

M/S/C Rodgers/Jaime to approve the new ESL SURVIVAL SKILLS NONCREDIT CERTIFICATE OF COMPLETION, effective spring 2009, as presented. The motion carried.

D. Majors and Certificates

1. (REVISED) English Major

M/S/C Zielinski/Drury to approve the revision of the English Major to add ENGL/HUM 226 to Section II, acceptable courses for the major, effective with the 2009 – 2010 academic year, as presented. The motion carried.

2. (REVISED) Humanities Major

M/S/C Guinn/Zielinski to approve the revision of the Humanities Major to add ENGL/HUM 226 to Section V, effective with the 2009 – 2010 academic year, as presented. The motion carried.

III. Discussion Items

A. Prioritization of Faculty Positions

Although the committee had previously agreed to discuss the prioritization of faculty positions in the fall, members concurred with Kathy Berry's proposal to postpone this discussion until January to allow sufficient time for divisions and departments to conduct program reviews. It was suggested that Dawn Chun, Institutional Research, could begin gathering program data beginning in October.

B. Division Reorganization

Kathy Berry noted that the last time discussion regarding division organization took place was three and a half years ago; the district is a year behind on this required evaluation. If after evaluating the current organization the committee agrees that no changes are needed, the evaluation and outcome must be documented.

C. Course Credit Status of ENGL 100 – Basic English Composition (3.0)

The designation of ENGL 100 as a non-degree applicable basic skills course, or as a degree-applicable non-basic skills course was discussed at length by the committee. The discussion included the following:

- The course is degree-applicable as an elective course only, but for institutional purposes it should be coded as non-degree applicable basic skills.
- With the recent revisions to Title 5, the basic skills designations for courses now available are "N" for non-basic skills, and "B" for basic skills. The designation of "P" for pre-collegiate basic skills is no longer applicable, which has created the current issue. ENGL 100 classes were included as non-degree applicable basic skills in the latest 320 Report, and the District received basic skills funding for these classes. If the course should indeed be designated as degree-applicable, transferable, and non-basic skills it will be necessary to recalculate and submit an amendment to the report. The deadline to submit an amendment is one month.
- The course is equivalent to 11th grade English. In order to help students strengthen their basic skills, the course should be viewed from a pedagogical standpoint not as a funding issue.
- A degree-applicable course is defined in Title 5 as a college-level course. It is important that the committee understand what ENGL 100 should be; if it's not a college-level course, it can't be designated as degree-applicable. Dave Zielinski pointed out that it was just for this reason that ENGL 101 was made a degree-applicable course.

Since there appeared to be no opposition to designating ENGL 100 as a basic skills course, Carol Lee suggested that this issue be brought back as an action item at the next C & I meeting. Two items would be addressed at that time: (1) designating ENGL 100 as a basic skills course; and (2) renumbering the course (99 can't be used since this number is preserved for special topic courses), and designating it as non-degree applicable effective 2009 – 2010.

IV. Information Items

National University 2008 Regional Articulation Roundtable(handout). Carol Lee described the seminar as a liaison, "faculty-to-faculty" meeting between National University and San Diego area community colleges. She noted the Roundtable conflicted with the Education Summit on October 9, which she considered to be more important for IVC faculty to attend. She stated that an articulation counselor would be attending the Roundtable.

C-ID Project (handout). Carol Lee informed members that with the demise of CAN, C-ID (Course Identification Number System) will be the course numbering system for community colleges. She explained that colleges are required by law to maintain a numbering system. The Academic Senate for California Community Colleges is seeking assistance from faculty in designated disciplines to review the course descriptors that have been developed, and to serve on Faculty Discipline Review Groups as part of the two-phase C-ID project. Carol stated that costs associated with participation in the C-ID project would be covered by the sponsor.

V. Other Items - None

VI. Next Regular Meeting – 3:05 p.m., Thursday, October 2, 2008, Board Room
Materials Due: 5:00 p.m., Wednesday, September 24, 2008

VII. ADJOURNMENT

The meeting was adjourned at 3:43 p.m.

IVC Academic Senate

Approved Minutes

October 1, 2008

- I. The meeting was called to order at 1:30 pm by Vice President Lavery.
- II. **Roll Call and Announcements**
Present: Krista Byrd, Melani Guinn, Cesar Guzman, Michael Heumann, Kseniya Kareva, Russell Lavery, Carol Lee, Mary Lofgren, Jean Montenegro, Norma Nunez, Thomas Paine, James Patterson, Rosa Pitones, Norma Scott, Kevin White, Lianna Zhao, Sherry Zobell, Kathy Berry
Excused: Toni Pfister, Rosalba Jepson, Bruce Seivertson, Dennis Carnes
Absent: Chantilee Mendenhall, Suzanne Gretz
Visitors: John Law, Tina Aguirre, Gloria Carmona, Alicia Ortega, Frank Rapp
- III. **Treasurer's Report**
\$11,327
- IV. **Visitor Comments**
No comments
- V. **Consent Agenda**
 1. Minutes of September 17, 2008.
M/S/C (Nunez/Zhao) to approve the above item as corrected.
 2. C&I Committee's Recommendations dated June 12, 2008 and August 28, 2008
M/S/C (Zhao/Guinn) to approve the above items.
- VI. **Reports**
 1. President
 - Not present
 2. Past President
 - Not present
 3. VP of Instruction
 - Vice President Berry reminded faculty that, according to Title 5, faculty members are not allowed to drop a student for failing a test. Faculty can fail the student, but they cannot drop him/her for failing an exam.
 4. Budget Update: John Lau
 - The finance committee recommended acceptance of the budget. Reserves have been cut by 50% each year over the past few years. This trend will end this year. Next year, the budget will take on a different approach. We should also be prepared for potential shortfalls in this year's state budget. Our focus will be on making sure we

progress and grow while still maintaining fiscal responsibility. Vice President Lau will be looking into “soft” areas in the budget and trying to tighten the numbers in those areas (in order to eliminate potential panic down the road).

5. BSI Coordinator
 - Not present
6. SLO Coordinator
 - Not present
7. ASG President
 - Not present

VII. **Academic and Professional Matters**

1. Approval of Accreditation Report
 - M/S/C (Lee/Zhao) to recommend approval of accreditation progress report
 - Vice President Berry stated that the report still needs spell checking and grammar checking. We are still working with our consultants to clarify certain sentences. The content of the report will not change.
 - Berry went on to offer up an historical summary of this report. After the college received the warning from the accrediting group, faculty, staff, and administrators got together to look at the recommendations. Then we went to work. In Feb/March, we looked at accreditation reports. Division chairs worked extremely hard on creating program review formats that would be usable and developing a solid survey, among other things. It was hectic, but everyone came together and helped to craft a strong document that will be very helpful as we plan down the road.
 - Everything from here on out will be driven from the instructional point of view, and we’ve created methods and processes of formal communication. We have built into our spring schedule time to review and assess our development, and we’ve done a lot of other things that will actually make the strategies we set up be followed through.
 - Dean Rapp stated that report writing has been a challenge but something he’s learned from.
 - Berry stated that this is only the beginning; we will still be on warning status for another year. This next year will be focused on ensuring that we follow through on our plans.
 - Senator Guinn asked how many colleges were placed on warning status. Berry stated that most colleges were put on warning; only a few escaped.
 - Senator Patterson stated that he would vote against this report because the Senate was not given enough time to review and consider the report prior to this meeting. He also questioned specifics in the plan, noting that the reviews from all committees are not clearly defined, so it is unsure exactly how the master plans are actually being used to drive the budgets for each year. VP Berry spelled out the timeline that

will be used to ensure that the master plan is being reviewed and utilized by the various governing committees.

- Senator Guinn asked how long Senator Patterson would need to review the document. She added that time was of the essence, and we would need to have an emergency meeting of Academic Senate to vote on this if it does not pass. Senator Patterson pointed out that he was the only one voting against this, so far.
- Senator Zobell stated that she has not read the proposal, but she is confident that those who are working on the report have the best interests of the instructional area in mind, and she would vote yes.

2. Second Reading of Distance Education Committee Resolution: Michael Heumann

- M/S/C (Heumann/White) to approve the Distance Education Committee resolution with corrections

3. First Reading of New Faculty Committee Resolution: Michael Heumann

- M/S (Heumann/Patterson)
- Senator Zobell stated that we should hold out on doing a first reading for this until it is “fleshed out.”
- Senator Montenegro asked about adjunct members on this committee; Senator Guinn stated that this committee would take the place of the required committee membership for full-time faculty in their first year.
- Senator Zobell suggested that this be tabled; the motioner and seconder agreed to table the item.

VIII. **Discussion**

No discussion items

IX. **Committees**

1. Budget and Planning – Already discussed in Budget Update
2. C and I – Meeting on Oct 2 was cancelled; the next meeting is Oct 16 at 3 PM.
3. College Council – Meeting on September 22 was cancelled; the next meeting is Oct 13 at 2:30 PM
4. Equivalency – Four adjunct positions are being looked at; the committee needs one more member to complete the equivalency evaluation. Mary Jo Wainwright is working on a template for equivalency. Senator Lofgren stated that equivalency members should not “shut the door” on qualified instructors.
5. Policies and Procedures Review – None
6. Administrative Council – None

X. **M/S/C (Lee/Heumann) to adjourn the meeting at 2:20 pm.**

Imperial Valley College

Customer Service Committee

Approved Minutes

Meeting of September 05, 2008

Committee members
present:

Yethel Alonso, **Secretary**
Lisa Cross, **Co-Chair**
Sheila Dorsey-Freeman
Maria Esquer
Toni Gamboa
Cesar Guzman

Gene Hill
Frank Miranda
Ricardo Pradis
Patricia Robles, **Co-Chair**
Mary Ann Smith

Committee members
not present:

John Abarca
Myriam Fletes
Travis Gregory

Ed Gould, **Ex-Officio**
Christy Hisel
Chantilee Mendenhall, ASG

Others present:

Martha Sanchez

1. Call to Order

Patty Robles, Co-Chair called the Customer Service Committee meeting to order at 1:08 p.m.

2. Public Comment

None

3. New Members

Lisa Cross requested via email that everyone invite someone to become a member of the Customer Service Committee. Sheila brought Martha Sanchez to the meeting; we hope that she will consider becoming a member of this committee.

4. Old Business

The Ice Breaker for Orientation went well; everyone enjoyed it. Good job Lisa and Patty.

5. Calendar of Events and Meeting Schedule

Everyone was given a calendar of events and meeting schedule.

6. Budget

Patty reported that after discussing the committee and its needs with Dr. Gould, he approved the increase of the budget, which will now allow us to hold the planned events.

7. Staff Appreciation BBQ

It was suggested that the Staff Appreciation BBQ/Chili Cool-Off be held on November 5, 2008.

M/S/C Robles/Gamboa to schedule the Staff Appreciation BBQ on November 5, 2008.

Patty stated that she will prepare a sign up sheet for volunteers. Ricardo, Cesar, and Frank stated that they would be in charge of the BBQ grill. Maria Esquer stated that she would contact Myriam Fletes about assisting again this year and about the decorations or any other items she may have in storage from previous BBQ's. Yethel will ask Rick about being the DJ again. The committee agreed that we should like to keep the set-up the same because it turned out really well last year.

It was agreed that the menu would be the same as last year (nachos, veggie burgers, hamburgers, hot dogs & bacon wrapped hot dogs). Lisa asked everyone to donate at least 2 dozens of cookies for the BBQ. Patty asked if we would like to continue having the best western dressed contest and everyone agreed that it was a good idea. Patty and Lisa stated that winners need to be present to win and that

there would be drawings every hour. Lisa suggested that the Foundation have a 50/50 raffle at the BBQ to raise funds. Gene said it was a great idea and he would look into preparing it.

Mary Ann suggested that we have another game for the staff called Chicken Craps. The idea would be that we have a big playing board with numbers enclosed by bails of hay. Employees would then buy a number for one or two dollars, and then there would be a live chicken placed inside and whatever number the chicken poops is the winner. It was suggested that Pat Pauley, Ag Club Advisor use this event as a fund raiser for his club. It was also suggested that Pat Pauley be asked about getting the bails of hay.

CHILI COOK-OFF

Mary Ann stated that she would continue to be in charge of the Fall Food Drive. Mary Ann smith requested that we have more prizes for the Chili Cook-Off. Unused funds budgeted for Orientation can be used to pay for more prizes.

M/S/C Smith/Dorsey to approve prizes for 2nd place(\$50) and 3rd place (\$25)

8. Subcommittee Overview and Reports

a. Welcome Wagon Subcommittee

The Welcome Wagon prepared mugs for the orientation; thanks were given to Mary Ann and everyone who helped. Membership is needed in the Welcome Wagon to conduct tours. Lisa suggested that maybe HR should get involved in promoting the tour and putting it together. Sheila stated that she would talk to Travis to see if maybe they could come up with something.

b. Employee of the Month

Patty stated that the Employee of the Year was Tyson Aye and that he would be joining the subcommittee. She also stated that some recruitment needed to be done for the committee.

9. Election of Officers

The committee suggested that the officers stay as they were and that no elections were necessary. Patty and Lisa accepted staying as Co-Chairs. Yethel stated she could only continue as secretary if meetings were changed to 1:00 p.m. in order to accommodate her work schedule.

M/S/C Dorsey-Freeman/Gamboa to re-elect Lisa Cross and Patty Robles as Co-Chairs and Yethel Alonso as Secretary.

M/S/C Cross/Esquer to approve the moving the meetings to 1:00 p.m.

10. Other

WEEKS OF THANKS AND GIVING

Mary Ann stated that she would continue to be in charge of the Fall Food Drive. Lisa suggested that maybe we could start promoting the Fall Food Drive at the BBQ by asking everyone to bring a canned good in exchange for an extra raffle ticket. Lisa will try to get a volunteer to take care of the canned goods at the BBQ.

HOLIDAY DRIVE

The committee discussed the holiday toy drive. Yethel suggested that this year the committee put something together for the faculty and staff. She stated that this would be a tough year for everyone and that we always ask the faculty and staff to give; she said it would give them something personalized for all they do. All agreed but stated it would cost money to do this; everyone was going to brainstorm ideas to make this happen.

Patty stated that we need to decide who the committee would like to sponsor. Lisa stated that she would like us to do something different this year. Patty then stated the idea of giving to seniors instead of children. Everyone agreed that this was a good idea. We could have an adopt-a-grandparent drive. Lisa will contact organizations for seniors to gather information about their needs and how we can help.

M/S/C Dorsey/Gamboa to sponsor seniors during this year's holiday gift drive.

11. Next Meeting

Next meeting is scheduled for September 26, 2008 at 1:00 p.m. in the Board Room

12. Adjourn

Meeting was adjourned at 2:13 p.m. by Patty Robles

imperial valley college
Student Learning Outcome Committee

Minutes

09/09/08

Topic	Discussion	Decisions
Meeting Start Time:	The meeting began at 3:15 pm in Room 700.	
Committee Members Present:	Toni Pfister - Chair, Sandie Noel - Recording Secretary, Mary Lofgren, Rosa Pitones, Dennis Carnes, Sidne Horton, Lisa Solomon, Mirtha Galindo, Jose Ruiz, Frank Rapp	
Visitors Present:	Robert Abrams, Alicia Ortega, Manfred Knaak	
Announcements:	Ms. Pfister reported that 42 new SLO forms have been submitted from various campus departments, adding up to approximately 76 total forms received. She informed the committee that she plans to distribute a survey in the spring that will allow others to review how the SLO process is progressing.	It was agreed upon by all members present – The “Strive for Five” document will be posted on the website. Ms. Pfister stated that she would review some completed SLO ID forms and post them on the website.
Vote for Secretary:	Ms. Pfister asked for approval to post the ‘Strive for Five’ document on the SLO’s webpage. Sidne Horton asked for approval to also post examples of completed SLO’s. The committee members nominated Sandie Noel from Exercise Science/Wellness/Sports Division to be their recording secretary.	The committee members voted for Sandie Noel. All were in favor and it was approved.

Imperial Valley College
Student Learning Outcome Committee

Minutes

09/09/08

Topic	Discussion	Decisions
Visitors Comments:	None.	
Review of Minutes:	The minutes for July 22, 2008 were reviewed.	The minutes were approved with a noted change in the section, Review of ISLO ID Forms. The approved minutes will be posted to the SLO website.
Unfinished Business:	A sample of Institutional Level Learning Outcomes from Bakersfield College was distributed for review and discussion.	
New Business:	1. The Purpose of the SLO Committee: A hand out was distributed on examples for purposes of the SLO committee. The members reviewed the document and discussed various purposes for this committee. Dennis inquired if the SLO's would become more transparent and if they will be shared with students. Ms. Pfister stated that it is hoped by the committee that in spring instructors' will begin listing their outcomes in their syllabus. Dennis shared that this would help students comprehend what they will gain from taking the course.	The members agreed to the following four purposes: 1) Educate the campus community about outcomes and assessments; 2) Provide outcome and assessment tools and resources to the campus community; 3) Manage outcome data and the evaluation processes; and 4) Assess and improve the outcome cycle.

Student Learning Outcome Committee

Minutes

09/09/08

New Business: (continued)	3. Outcomes Cycle: The members reviewed an example document of Student Learning Outcomes Assessment Cycle. The members shared various ideas on how to format a document for our campus. Ms. Pfister also discussed how the outcome cycle process works but stated more work needs to be done in this area.	
Meeting Adjourned:	The meeting was adjourned at 4:15 pm.	



**IMPERIAL VALLEY COLLEGE
INSURANCE COMMITTEE**

September 8, 2008

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
✓ Suzanne Gretz, CTA Representative
_ Lorraine Mazeroll, CTA Representative

Recorder: Mary Carter

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

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

Call to order: The regularly scheduled meeting of the Insurance Committee was called to order at 1:30 p.m. in the Transfer Center, by John Lau, committee chair.

Approval of minutes: M/S/C Boyle/Fletes to approve the minutes of the April 28, 2008 meeting as presented. (Note: the meeting scheduled for June 23 was cancelled).

Report by Keenan

Julie Revoir, Keenan and Associates Account Manager reviewed accomplishments and challenges from the past year, and goals and planning for the upcoming year.

- The mini Health Fair was very well attended.
- There is increased 125 Plan participation, both in the dollar amount and the number of participants, although it continues to be underutilized.
- Medicare D transition, effective July 1: An error on the co-pay amounts has been corrected and affected retirees can get a refund if they were overcharged. The RX plan specifies a 34 day supply or 100 units, whichever is greater. Some pharmacies interpreted this as a 90 day supply, but that was not the intent of the plan. Some retirees felt that the plan had changed because they were no longer able to get a 90 day supply from their pharmacy. The transition to Medicare D brought this issue to the forefront, but it is not a plan change. A letter is being prepared for retirees that will state the facts and explain what to do if they were overcharged on their co-pays and how to use the mail order program. Heat sensitive drugs such as insulin can be sent next day delivery at no extra cost by the mail order program.
- The 2008-09 renewal was a 9% increase (\$314,572 increase on active employees) versus a 12% industry average
- Marketing results: SISC is interested in bidding, but needs an October 1 renewal date; other carriers such as Aetna and Pacific Care have network issues in the Valley.
- The PPO dental plan overlay was put in place; 23% of IVC participants already use a PPO provider; PPO dentist usually charge from 5% to 10% less.
- Communication: Issues that have been communicated include "use generics", use the Keenan "Personal Choices" web portal and Anthem Blue Cross name change.
- The committee felt that employees, especially new hires, need clarification on who to call on specific issues (i.e. enrollment, eligibility, claims issues); a FAQ list was suggested and a monthly or quarterly bulletin on benefit issues.
- An employee benefits survey was conducted by HR.
- Total compensation letters were sent to employees by HR.
- There were administrative changes to the 403b (tax sheltered annuity) program and 457 plan due to increased IRS compliance requirements.
- Wellness program: Jim Pendley stated the overall health of the staff needs to be addressed; a wellness program is needed; Julie Revoir stated that a wellness program needs a champion at the College. Marilyn Boyle stated that she and Betty Kakiuchi are offering free exercise classes for staff, 4 days a week.

Next meeting: Mike Davis, the underwriter for Keenan will give a utilization report for last year.