IMPERIAL VALLEY COLLEGE

Academic Year 2010-2011

Faculty & Staff

Orientation Packet

Table of Contents

The information below should be reviewed and (as appropriate) filled in, printed out, signed and forwarded to Human Resources Office.

Page

Note: ALL Notices of Employment (NOE's) and Leave Balance Records for Faculty and Classified employees will be sent electronically via email to each individual employee. If you have any questions, please contact Sheila Dorsey-Freeman (Administrators/Faculty Members) at ext. 6413 or Martha P. Garcia (Classified Employees) at ext. 6208.

Faculty & Staff Orientation Agenda
Sports Theme

8:00 - 9:00   Continental Breakfast, visit tables, and pick up parking permit

9:00 – 9:45   Welcome & Introductions
- Board, President's Staff, ASG President— Dr. Ed Gould
- New Staff (Faculty, CMCA, Classified, Admin) — Travis Gregory
- Academic Senate — Kevin White
- CTA —Gaylla Finnell
- CSEA — Frances Arce-Gomez
- CMCA — Gordon Bailey

9:45 – 10:30   Welcome Remarks / Changes and State of the College— Dr. Ed Gould

10:30 – 10:40   Budget /Construction — John Lau & Jimmy Sanders

10:40 – 10:50   Accreditation – Kathy Berry

10:50 - 11:00   Insurance Benefits and WebTime Entry — Travis

11:00 – 11:15   Security Presentation – Tim Nakamura

11:15 – 11:20   Empowerment – Bill Gay

11:20 – 11:45   Foundation information & United Way – Todd

12:00 – 1:30   Lunch & "Happy Hour" – lunch sponsored by IVC Foundation
                   Root beer floats / Abuse the Administrator / Raffle Prize drawings

1:30 – 2:30   Union Meetings
                   CSEA: College Center   CTA: Room 2734

2:30 – 3:30   Division Meetings Rooms numbers:

                   2721   Health & Public Safety
                   2722   Behavioral and Social Science
                   2728   Science, Mathematics, and Engineering
                   2725   Arts & Letters (English, Communications, and Languages)
                   2727   Economic and Workforce Development

IMPERIAL VALLEY COLLEGE

Academic Calendar 2010-2011

2010 FALL TERM

AUGUST 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 20 Orientation (Faculty Service Day)
Aug 23 Fall 2010 Semester Begins

SEPTEMBER 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept 6 Labor Day (Campus Closed)

OCTOBER 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

NOVEMBER 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov 12-13 Veterans' Day (Campus Closed)
Nov 25-27 Thanksgiving (Campus Closed)

DECEMBER 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec 11 Fall 2010 Semester Ends
Dec 13-17 No Classes, Campus Open
Dec 20-31 Winter Recess (Campus Closed)

2011 SPRING TERM

JANUARY 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Jan 1 New Years Day (Campus Closed)
Jan 3-5 No Classes, Campus Open
Jan 6 Winter 2011 Term Begins
Jan 17 ML King B'Day (Campus Closed)

FEBRUARY 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 8 Winter 2011 Term Ends
Feb 9-10 No Classes, Campus Open
Feb 11 Lincoln's B'Day (Campus Closed)
Feb 14 - Spring Term Begins
Feb 21 - President's Day (Campus Closed)

MARCH 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 25-30 Spring Break (Campus Closed)

MAY 2011

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 30 - Memorial Day (Campus Closed)

2011 SUMMER TERM

JUNE 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 10 Spring 2011 Semester Ends
June 11 Graduation (Faculty Service Day)
June 13-17 No Classes, Campus Open
June 20 Summer 2011 Term Begins

JULY 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

July 4 Independence Day (Campus Closed)
July 28 Summer 2011 Term Ends

LEGEND

FALL TERM: August 23 - December 11, 2010	
Orientation	August 20, 2010
Fall Regular Semester Begins/Ends	August 23 - December 10, 2010
Fall - Saturday Classes Begin/End	August 28 - December 11, 2010
Winter Recess	December 20, 2010 - January 1, 2011

WINTER INTERSESSION: January 6 - February 8, 2011	
5 - Week Session, Monday-Friday	January 6 - February 8, 2010

SPRING TERM: February 14 - June 10, 2011	
Spring Regular Semester Begins/Ends	February 14 - June 10, 2011
Spring Saturday Classes Begin/End	February 19 - June 4, 2011
Spring Recess	April 25-30, 2011
Graduation	June 11, 2011 (Saturday)

SUMMER TERM: June 20 - July 28, 2011	
6 - Week Session, Monday - Thursday	June 20 - July 28, 2011

Legal Holiday(s)	
Faculty Service Day	

IMPERIAL VALLEY COLLEGE
Office of the Superintendent/President

MEMORANDUM

DATE: August 20, 2010

TO: AL   L FULL-TIME FACULTY & CLASSIFIED STAFF

FROM: Ed Gould, Ed.D.
 Superint   endent/President

SUBJECT: STANDING COMMITTEE ASSIGNMENTS FOR 2010-2011

As we enter a brand new academic year, Academic Senate President Kevin White, College Council President Dr. Michael Heumann, and I invite you to join or remain on the IVC standing committees, as all of us help to shape our future.

Please review the attached Standing Committees List.

If you are the chair, co-chair, or recording secretary of a committee and have changes to make please email the changes to vikki.carr@imperial.edu.

If you are a committee member wishing to change committee membership(s) or would like to join a committee, please email vikki.carr@imperial.edu with your request.

Let me thank you in advance for your participation in the Shared Governance process at IVC.
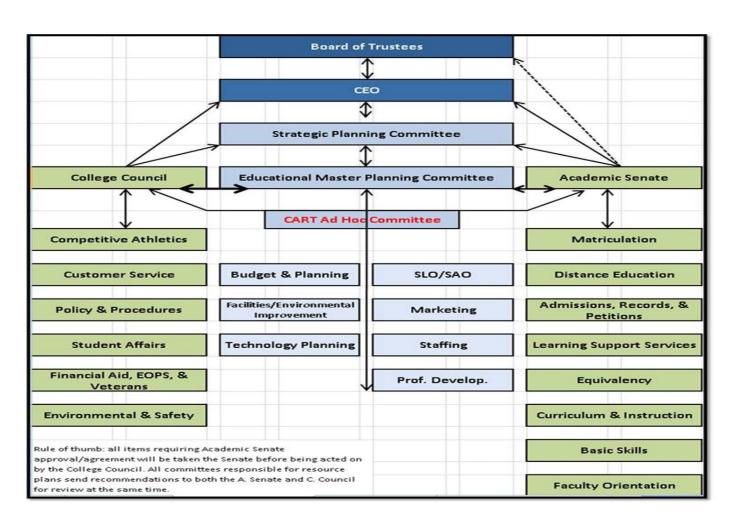
Attachment

IMPERIAL VALLEY COLLEGE
STANDING COMMITTEE ASSIGNMENTS FOR 2010-2011

2010-2011 Standing Committee Assignments
Last Revised: July 29, 2010

The Standing Committees of IVC, irrespective of their compositions, are formed to deal with designated subject matters that they are required to discuss and make recommendations through the Academic Senate and/or the College Council's recommendation to the Board of Trustees with the Superintendent/President's approval or support.

IF ANY FACULTY MEMBER WISHES TO MAKE A REVISION TO THEIR COMMITTEE APPOINTMENT INDICATED ON THIS LIST PLEASE CONTACT KEVIN WHITE AT kevin.white@imperial.edu or Ext. 6170. The faculty appointments to the committees are subject to the ratification by the Academic Senate.

ACADEMIC SENATE (Elected Positions)
(Meeting time: 1st & 3rd Wednesday at 1:30 P.M.)

Purpose
It shall be the purpose of the Academic Senate to:

1. Represent the faculty of Imperial Valley College to ensure a formal and effective procedure for participating in the formation of policies and procedures on Academic and Professional matters.

2. Promote and preserve the integrity of the educational program.

3. Facilitate communication between the faculty, the Board of Trustees, and the administration.

4. Develop policies and procedures related to Academic and Professional matters and to promote their implementation.

5. Assist the members of the faculty of Imperial Valley College in exercising their voice on Academic and Professional matters.

6. Develop, communicate, and encourage ethical and professional conduct.

7. Advise the Board of Trustees and administration on Academic and Professional matters.

8. Represent Imperial Valley College to other faculties and to the Academic Senate of California Community Colleges.

9. Reach mutual agreement with the College President on matters relating to equivalency, hiring procedures, administrative retreat rights, and Academic and Professional matters pursuant to the provisions of the Education Code.

Senate Composition

A. The Academic Senate shall consist of twenty-one (21) members.

B. The Academic Senate shall be composed as follows:

   1. Academic Senate President, elected at large.
   2. Nine (9) senators, elected at large.
   3. Division senators, elected by the members of each respective division.
       For the purpose of this document, divisions include:
              Behavioral Science / Social Science
              Exercise Science, Wellness & Sports
              English
              Humanities
              Science/Mathematics/Engineering
              Business
              Nursing
              Counseling
              Learning Services
   4. Two Part-time Faculty Members, elected by the part-time faculty.

C. Ex officio participants:

   1. Immediate Past President

2. Chief Instructional Officer
3. Student Representative

For the purpose of this document, ex officio participants are non-voting members of the Academic Senate.

Members
President	***Kevin White (7/1/10-6/30/11)***
Vice President	***Russell Lavery***
Treasurer	***Norma Nuñez***
Secretary	***Michael Heumann***
Representing	**Name**
Adjunct Faculty Rep	Armando Mendez
Adjunct Faculty Rep	Vacant
At-Large Rep	Cesar Guzman
At-Large Rep	Carol Lee
At-Large Rep	Sherry Zobell
At-Large Rep	Suzanne Gretz
At-Large Rep	Michael Heumann
At-Large Rep	Kevin White
At-Large Rep	Mary Lofgren
At-Large Rep	James Patterson
At-Large Rep	Lianna Zhao
At-Large Rep	Daniel Gilison (7/1/10-6/30/13)
At-Large Rep	Carol Lee (7/1/10-6/30/13)
At-Large Rep	Scott Simpson (7/1/10-6/30/13)
Behavioral Science Rep	Krista Byrd
Business Rep	Tom Paine
Counseling Rep	Norma Nuñez
English Rep	Kseniya Kareva
Exercise Science Rep	Toni Pfister
Humanities Rep	Melani Guinn
Learning Services Rep	Rosa Pitones
Nursing Rep	Rosalba Jepson
Science Rep	Russell Lavery

Ex-Officio
ASG Rep	ASG President
Vice President of Instruction	Kathy Berry
Immediate Past President	Bruce Seivertson

ADMISSIONS, REGISTRATION AND PETITONS COMMITTEE
(Meeting time on an as needed basis)

Purpose
The functio n of the Ad missions, R egistration and Petition s Committe e is to interpret and ad minister stat e regulations and college policie s on admission, registration, graduation, and studen t records. Action will b e taken on st udent petitions for exceptions to p olicies and procedures. The chair person shall be the Chief Admissions and Records Officer with an indefin ite number of faculty and classifie d personnel appointed b y the President/Superintendent. Two student members s   hall be ap pointed by the Associated Student Government.

Composition
The chairperson shall be the Chief Admissions and Records Officer with an indefinite number of faculty and classified personnel appointed by the President/Superintendent. Two student members shall be appointed by the Associated Student Government.

Members
Gloria Carmona, Chair
Silvia Murray, Recording Secretary

Faculty
Bruce Marcuson
David Sheppard
Dolores Diaz
Fonda Miller
Frances Beope
Gary Rodgers
Janeen Kalin
Joe Archuleta
Manfred Knaak
Norma Nava
Olga Artechi
Patti Biley
Raquel Garcia
Robin Staton

Rosalba Jepson
Alex Cozzani

Administrators
Kathy Berry
Jan Magno

Classified
Bertha Ortega
David Poor

CMCA
Dawn Chun

2 students-appointed by ASG

BASIC SKILLS COMMITTEE
(Meeting time: Every two weeks and/or as needed.)

Purpose
The purpose of the committee is to build students' skills and confidence in order to prepare them for college-level coursework. Faculty and staff will provide this foundation for success through the development of innovative programs, the integration of basic skills courses and support services, the training of faculty to better teach basic skills, and the use of the best practices of developmental education. The committee is also responsible to write state mandated reports, and develop, monitor and report on the Basic Skills budget to the state.

Function
The function of the committee is to develop policies necessary to the implementation of the Basic Skills Initiative mandated by the state.

Composition
Committee is composed of Basic Skills Coordinator, English chair, Math Coordinator, ESL Coordinator, Matriculation Director, Lead Counselor, Reading Coordinator, Writing Coordinator, Industrial Technology Coordinator, Researcher, Academic Services Administrative Assistant, and VP of Academic Services and any other faculty who wishes to participate.

Members
Bruce Seivertson, Chair
David Zielinski
Deirdre Rowley
Ed Schueurell
Eric Lehtonen

Frances Beope
Frank Rapp
Kathleen Dorantes
Kathy Berry
Lianna Zhao
Linda Amidon
Norma Núñez
Patti Biley

FACILITIES & ENVIRONMENTAL & IMPROVEMENT COMMITTEE (Formerly Campus Operations Committee)
(Building and Grounds/Food Service/ Bookstore Subcommittees)
(Meeting time: 1st & 3rd Thursday at 2:00 P.M., September-May)

PURPOSE
Community Colleges play a leading role in education, policy development, information exchange, and community outreach in order to help create a sustainable future environment. The Facilities & Environmental Improvement Committee recognizes the importance of this and aims to lead by example. The committee will identify and recommend projects that move Imperial Valley College towards sustainability. The Facilities & Environmental Improvement Committee's purpose is to study the physical appearance and sustainability of the entire campus and all buildings and to offer suggestions and plans for its operations, growth, cleanliness, beautification, development and environmental stewardship.

CHARGE
The Facilities & Environmental Improvement Committee will advocate for the appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee members will solicit and contribute ways to improve the appearance and environmental friendliness of the college's physical plant. Members should facilitate open communication will all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus and extended campuses maintain respect and pride for the buildings and grounds. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards greater environmental sustainability, and improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time. Finally, it is our charge to report to the campus community on the state of the college's "greening" efforts and on future plans for increased environmental sustainability.

STRUCTURE
1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the Facilities & Environmental Improvement Committee are:
   - Three faculty members appointed by Academic Senate: and 1 alternate
   - Three classified members appointed by CSEA: and 1 alternate
   - Three administrators: appointed by the Administrative Council: and 1 alternate
   - One members of the CMCA appointed by CMCA: and 1 alternate
   - One student at large appointed by ASG: and 1 alternate
   - Consultant Representative will be the Director of Maintenance and Operations.

Members	**Faculty**
Jessica Waddell, Chair	
Gordon Bailey, Co-Chair	Susan Moss
	Jane Higginson,
Administrator	Rick Castrapel
John Lau	Faculty Alternates: Laura Mosier
Janis Magno	Aaron Edwards
Sergio Lopez	Glenn Swiadon
Consultant	**Classified**
Rick Webster	Yethel Alonso
	Rhonda Ruiz

1 student and 1 alternate - appointed by ASG

COMPETITIVE ATHLETICS COMMITTEE
(Meeting time to be established)

Purpose
The function of the Competitive Athletics Committee is to evaluate and make recommendations concerning the various areas of the athletic program. Its purpose is to encourage good sportsmanship, the compliance with state and Board regulations, and the maintenance of a proper balance between athletic and academic programs. The Committee is responsible for formulating policy regarding various athletic events including merging sports. The chairperson shall be the Director of Athletics and the following members shall be appointed by the Superintendent/ President: three head coaches, two students, an indefinite number of faculty members, and two persons from the community.

Composition
Athletic Director, three head coaches, two students, and indefinite number of faculty members, and two persons from the community.

Members
Jim Mecate, Chair
Sandie Noel, Recording Secretary

Faculty	Tyson Aye
David Drury	Bradford Wright
Eric Lehtonen	
Jeff Deyo	**Classified**
Jill Tucker	Chris Mays
John Agee	
Kevin Marty	2 students-appointed by ASG
Sidne Horton	

CURRICULUM AND INSTRUCTION COMMITTEE (Appointed)
(Meeting time: 1st & 3rd Thursday at 3:00 P.M.)

Purpose
The Curriculum and Instruction Committee shall serve in an advisory capacity to the Academic Senate by developing policy recommendations and procedures on Academic and Professional matters. The three areas which the Board of Trustees have elected to "rely primarily" on the advice and judgment of the Academic

Senate, and for which the Curriculum and Instruction Committee will provide policy recommendations and procedures are:

1.   Curriculum, including establishing prerequisites and placing courses with disciplines;
2.   Degree and certificate requirements.
3. Grading   policies.

In addition, graduation requirements, general education requirements, transfer requirements, articulation agreements and other matters relating to the curriculum may be reviewed by the Curriculum and Instruction Committee for formulating policy recommendations and procedures to the Academic Senate.

The Curriculum and Instruction Committee will also serve in an advisory capacity to the Academic Senate and the Chief Executive Officer, the Board of Trustees designee, on Academic and professional matters on areas where mutual agreement must be reached before being submitted to the Board of Trustees. The eight areas that the Curriculum and Instruction Committee will provide policy recommendations procedures to the Academic Senate and the Chief Executive Officer are:

1. Educational   Program development
2.   Standards of policies regarding student preparation and success
3.   College governance structures, as related to faculty roles
4.   Faculty roles and development in accreditation processes
5.   Policies for faculty professional development activities
6.   Processes for program review
7.   Processes for institutional planning and budget development
8.   Other academic and professional matters as mutually agreed upon

In addition, community needs assessments, instructional methodologies, catalog and schedule development, and other matters relating to programs and instruction may also be reviewed by the Curriculum and Instruction Committee for formulating policy recommendations and procedures to the Academic Senate and the Chief Executive Officer.

Composition
The voting members will be the Chief Instructional Officer (CIO), Academic Senate representative, division chairpersons, Dean of Applied Science, Dean of Learning Services, Associate Dean of Disabled Students Programs and Services, Associate Dean of Nursing Education and Health Technologies, Vice President for Student Services, and the Associated Student Government representative.

The consulting members will be the Dean of Admissions, Matriculation Coordinator, Dean of Extended Campus Programs, and the Transfer Center Director.

The Curriculum and Instruction committee members are to attend all Curriculum and Instruction meeting or send their representative.

Members
Kathy Berry, Co-Chair
Carol Lee, Co-Chair
Dixie Krimm, Recording Secretary

Voting Members
VP Student Services, Victor Jaime
Division Chair, Suzanne Gretz
Division Chair, David Drury
Division Chair, Melani Guinn
Division Chair, Val Rodgers

Division Chair, Lianna Zhao
Division Chair, David Zielinski
Dean, Taylor Ruhl
Dean, Ted Ceasar
Dean, Tina Aguirre
Dean, Efrain Silva
Dean, Victor Jaime
ASG Representative, ASG President

Consultants

Beope, Frances   Carmona, Gloria
Nuñez, Norma
Silva, Efrain

CUSTOMER SERVICE COMMITTEE
(Monthly meeting on a Friday at 1:00 p.m.)

Mission
To promote and improve good customer service practices among faculty and staff to assure a productive, courteous, respectful, and responsive campus environment that benefits the students, the staff, and the community at large.

Function
To recognize outstanding services by employees, recommend the improvement of customer service, make contributions to the community at large, and contribute in any way to building and maintaining a positive campus environment at IVC.

This is an action-based committee. This committee reports to College Council.

Activities
Orientation Involvement
Welcome Wagon Tours
Staff Appreciation BBQ
Staff Appreciation Ice Cream Social
Weeks of Thanks & Giving Food Drive
Holiday Toy Drive
Season's Celebration Involvement
Employee of the Month Awards
Employee of the Year Award
Years of Service Recognition

Composition
Membership of this committee is open to any campus employee or student who is interested in working to improve customer service to students, staff, and community.

Members
Patty Robles, Co-Chair, Lisa Cross, Co-Chair
Yethel Alonso, Recording Secretary

Faculty
Cesar Guzman
Maria Esquer
Myriam Fletes
Ricardo Pradis
Frank Miranda
Paige Lovitt

Foundation
Christy Hisel

CMCA
Sheila Dorsey-Freeman
Martha Sanchez

Classified
Toni Gamboa
Leticia Petty
Mary Ann Smith
Norma Santana

Mike Nicholas

Students
ASG, Student Representative

Administrators
Todd Evangelist
Ed Gould, Ex-Officio

DISTANCE EDUCATION COMMITTEE

Purpose
The purpose of the Distance Education Committee will be to advise the Senate on designs, implementation strategies, and policies for distance education; to provide a faculty overview of all distance education and distributed activities conducted at Imperial Valley College; and to work with all relevant faculty and administrators to foster innovation while maintaining and enhancing high standards of academic quality, at a level appropriate to the students for which the content is developed.

Function
The function of the Distance Education Committee is to develop and evaluate policies and procedures necessary to the implementation of distance education at Imperial Valley College.

Composition
The Committee shall be comprised of the following: Dean of Instruction or designee (Co-Chair); Distance Education Coordinator (Co-Chair); five faculty representatives (including at least one non-teaching); classified representative; technology representative; DSPS representative

All committee members need to have taken or taught an online class using the Etudes course management system. The Academic Senate will approve all faculty positions; the remaining positions will be appointed by the bargaining unit representative or division head in consultation with the Co-Chairs and the Vice President of Academic Services.

Members
Frank Rapp, Co-Chair
Michael Heumann, Co-Chair

Voting Members
Gloria Carmona, Faculty Representative
Gaylla Finnell, Faculty Representative
Allyn Leon, Faculty Representative
Andres Martinez, Faculty Representative
Mary Jo Wainwright, Faculty Representative
Martha Olea, Classified Representative
Jeff Cantwell, Technology Representative
Paige Lovitt, DSPS Representative

Consultants
Dawn Chun
Omar Ramos
Deirdre Rowley
Taylor Ruhl

EDUCATIONAL MASTER PLAN
James Patterson

Administrators
Kathy Berry, Chair
John Lau
Betty Kakiuchi
Gloria Carmona
Becky Green
Rick Webster
Todd Evangelist

ENVIRONMENTAL HEALTH & SAFETY COMMITTEE
(Meeting time to be established)

Purpose
The function, activities, and membership of the committee are as follows:

> To carry out its mission to foster excellence in education for its students, the District must provide a safe learning and working environment for its students, faculty and staff. The purpose of the Environmental Health and Safety Committee is to create and maintain such an environment. The committee proposes to accomplish this purpose through the following functions and activities:

Functions
- create and maintain active interest in health and safety and to increase commitment to these issues;
- stimulate an awareness of health and safety issues in an atmosphere of cooperation between campus constituencies and increase motivation and morale;
- identify   problems;
- formulate policy and procedures;
- monitor and improve workplace health and safety;
- ensure that District safety programs and procedures are in compliance with state and federal statutes and regulations.

Activities
- develop and implement programs to protect employees safety and health;
- deal with employee complaints and suggestions concerning health and safety;
- set up and promote programs to improve employee training and education;
- accident investigation and follow up;
- consult with professional and technical experts;
- make recommendations to management for accident prevention and safety program activities;
- monitor effectiveness of programs and procedures;
- periodic surveys and inspections to detect hazards and make recommendations for change;
- review and investigate reports of hazardous conditions and coordinate corrections;
- disseminate information about requirements concerning workplace health, safety, and environmental protection;
- hazard reporting and accident/injury recordkeeping.

Composition
The Environmental Health and Safety Committee shall be composed of the District's Safety Administrator, representatives from all major departments/areas, collective bargaining unit representatives, and student representatives. The committee shall meet regularly, not less than quarterly, and report to College Council.

Members
Travis Gregory, Chair
Martha P. Garcia, Recording Secretary

Faculty		**Classified**
Andrew Chien	James Patterson	
Alex Cozzani	Deidre Pollack	
Hope Davis	Judy Santistevan	**Classified**
Jim Fisher	Jean Stroud	John Abarca
Richard Fitzsimmons	Jill Tucker	Miriam Trejo
Russell Lavery	Jack Williams	
Frank Miranda	**Administrators**	**CMCA**
Marco Morales	Kathy Berry	Becky Green
		Rick Webster

1 student-appointed by ASG

EQUIVALENCY COMMITTEE
(Meeting time is as needed)

Purpose
The goal of the Imperial Community College District is to provide a faculty of highly qualified professional educators who are experts in their fields, skilled in teaching, and serve the needs of a varied student population. The District also seeks those who can promote overall college effectiveness and who are sensitive to the diversity of the district community.

As specified in California Education Code (§ 87359) and Title 5 of the California Code of Regulations (§53430), equivalency committees at the various California Community Colleges shall have the primary responsibility to approve or deny petitions for equivalency submitted by potential full-time or part-time faculty members who do not hold the degrees specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook.

Composition
The administration and the faculty, with their professional expertise, are best able to determine whether a candidate's qualifications are the equivalent of the minimum qualifications. Accordingly, the Equivalency Committee shall consist of the following:

1. Three faculty members, appointed by the Academic Senate President, two full-time faculty members from the division or department in which the candidate will be employed, and the Chief Instructional Officer or Chief Student Services Officer or their designee.

2. The chair of the Equivalency Committee shall be selected by the members of the committee.

3. Up to two additional full-time faculty members or appropriate administrators with expertise in the academic area in which the applicant is to work may serve on the Equivalency Committee. When a full-time faculty member is not available from the academic area, a faculty member from a related academic area may substitute

Norma Nuñez, Chair
Kathy Berry
Barbara Nilson
Mary Jo Wainwright

(Depending on Position) Vice President for Academic Services or Vice President for Student Services and Division Chair or Area Dean of area the candidate is applying for.

FACULTY ORIENTATION COMMITTEE
Kathy Berry, Co-Chair
Kevin Marty, Co-Chair

Members
Oscar Hernandez
Leticia Pastrana
Sydney Rice

FINANCIAL ASSISTANCE/EOPS/ VETERANS ADVISORY COMMITTEE
(Meeting time: 3rd Tuesday at 3:00 P.M.)

Purpose
The Financial Aid/Veterans Advisory Committee reviews all policy and procedural changes in the pertinent areas in order to improve service, maintain consistency and integrity, and insure compliance with all federal, state and local regulations, as required by regulation.

Two sub-committees have been established to deal with areas specific to Financial Aid:

1) The Petitions Committee meets each semester to review the policy and procedures governing students on financial aid probation and their rights and responsibilities.
2) The Appeals Committee meets monthly or as needed to hear the appeals of those students who have been denied financial aid due to lack of satisfactory academic progress but feel that mitigating circumstances need to be considered.

Composition
Advisory Committee:
 Faculty Members (3)
 Classified Employees (3)
 Students (3)
 The Dean of Financial Aid
 Financial Aid Officers (3)
 Financial Aid Secretary (non-voting)
Petitions Committee:
 All academic counselors who complete Financial Aid Petitions on behalf of their students.
 Dean of Financial Aid and State Programs
 Financial Aid Officers (3)
Appeals Committee:
 Counselors (3)
 Teaching Faculty (3)
 Classified Staff (3)
 Students (3)

Members
Jan Magno, Chair
Grace Espinoza, Recording Secretary

Faculty
Gilbert Campos
Jesus Esqueda
Laura Mosier
Jose Plascencia
Lilia Sandoval
Lourdes Mercado
Martha Garcia
Raquel Garcia

Said Canez
Yolanda Romero
Robin Staton
Trini Argüelles
Lorraine Mazeroll

Classified
Bertha Ortega
Maria Trejo

3 students-appointed by ASG

LEARNING SUPPORT SERVICES COMMITTEE
(Language Lab and Learning Supportive Services Subcommittees)
(Meeting time: Once a semester, meeting time to be arranged)

Purpose
The purpose of the Learning Support Services Committee is to communicate about and provide support for the various aspects and programs of the Learning Services Division.

The function for the Learning Supportive Services and Library/Media Center Committee is to evaluate and make recommendations concerning the various aspects and programs of the current library and learning supportive services program and be instrumental in developing new programs and expansion.

Composition
The chairperson of the committee shall be the Dean of Learning Services; one student appointed by the ASG; and an indefinite number of faculty representing various disciplines.

Members
Taylor Ruhl, Chair
Toni Gamboa, Recording Secretary

Faculty
Celeste Armenta
Roberta Bemis
Gloria Carmona
Judy Cormier
Julie Craven
Donna Davis
Hope Davis
Romano Dominguez-Sanchez
Ron Gage-Mosher
Alejandro Garza
Walid Ghanim
Caroline Krejci
Nancy Lay
Craig Luoma
Don Martini
Charles Mason
Brian McNeece
Armand Orensztein
Alicia Ortega
Tom Paine
Jose Ruiz
Edward Scheurell
Mardjan Shokoufi
Josefina P. Thoresen
Rosa C. Pitones
Robin Paine
Scott Simpson

Classified
Larry Valenzuela

1 student-appointed by ASG

MARKETING COMMITTEE
Bill Gay
Frances Beope
Todd Evangelist
Vacant (Dean of Arts and Letters)

MATRICULATION COMMITTEE (Appointed Positions)
(Meeting time: Once a semester, meeting time to be arranged)

Purpose
The function of the Matriculation Committee is to develop policies necessary to the implementation of Matriculation. The Chairperson of this Committee shall be the Vice-President of Counseling Services and Student Services, and the following members shall be appointed by the Superintendent/President: representatives from the English and Math Divisions, persons from Admissions, Counseling, Data Processing, EOPS, Disabled Students Programs and Services, Transfer Center, Financial Aid, Extended Campus, and an indefinite number of faculty.

The purpose of the committee is to act as an Advisory Panel to the Matriculation Director. The matriculation Director deals primarily with student services, but is also involved with academic matters (prerequisites) and fiscal matters relating to Matriculation funds.

Composition
The Chairperson of this Committee shall be the Vice President for Student Services.   Representatives from English and Math Divisions, persons from Admissions, Counseling, Information Systems, EOPS, Disabled Students Program and Services, Transfer Center, Financial Aid, Extended Campus, and an indefinite number of faculty shall make up the composition of this committee.

Members
Victor Jaime, Chair
Lou Ayon, Recording Secretary

Faculty
Beatriz Alvarado
Beatriz Avila
Said Canez
Jesus Esqueda
Mireya Felix
Fred Fischer
Norma Nava
Norma Nunez
Stella Orfanos-Woo
Sherry Zobell

Administrators

Classified
Bertha Ortega

2 students-appointed by ASG

PLANNING AND BUDGET COMMITTEE (Appointed Positions)
(Meeting time: 4th Wednesday at 2:00 P.M.)

Purpose
The Board of Trustees (Res. #11338, March 11, 1998) established the Planning and Budget Committee and charged it with the following responsibilities:

1. Coordinate and integrate college plans and establish budget priorities consistent with the college's vision and mission statements, with recommendations, expressed in dollars, made to the Superintendent/President.

2. Recommend budget priorities to the Superintendent/President; final recommending authority to the Board of Trustees rests with the Superintendent/President; final approval authority rests with the Board of Trustees.

3. Review the Tentative and Adopted budgets for consistency with annual institutional goals and objectives, college plans, and the Planning and Budget Philosophy.

Composition
Vice President for Business Services, Chair;
Academic Senate President;
College Council Chairperson;
One Administrative Representative appointed by the Superintendent/President;
Director of Fiscal Services;
Two Faculty Representatives appointed by the Senate;
Two Classified Representatives elected at-large;
One Student Representative appointed by the Student Senate; or an alternate
Vice President for Academic Services (non-voting)

Members
John Lau, Vice President of Business Services, Chair
Mary Carter, Recording Secretary

Eric Jacobson, Faculty Representative
Dr. Lianna Zhao, Faculty Representative
Dave Drury, Faculty Representative (Alternate)

Dr. Victor Jaime, Administrative Rep.
Carlos Fletes, Director of Fiscal Services

Marilyn Boyle, Classified Representative
Gail Parish, Classified Representative

Dawn Chun, CMCA Representative
Martha P. Garcia, CMCA Representative (Alternate)

1 student-appointed by ASG

Kathy Berry, VP Academic Services (non-voting)

STUDENT AFFAIRS COMMITTEE
(Meeting time: 1st Monday at 3:00 P.M.)

Purpose
The purpose of the Student Affairs Committee is to evaluate and make recommendations concerning the various areas of Student Affairs. This committee shall be responsible for recommending policies regarding student activities, clubs, assemblies, elected student bodies, commencement, disciplinary matters and other student activities.

Composition
The chairperson of the committee shall be the Associate Dean of Student Affairs.

The Superintendent/President shall appoint the following members: at least four faculty members and at least four classified members.

The ASG President shall appoint at least four students.

The committee shall select a faculty member to serve as the chairperson of the Discipline Referral Sub-committee.

Members
Sergio Lopez, Chair
Saria Cardoza, Recording Secretary

Faculty
Jeff Beckley
Robert Baukholt
Krista Byrd
Rick Castrapel (moved from Campus Ops to Student Affairs March 10, 2009)
Carey Fristrup
Rosalie Lopez
Lori Mazeroll
Terry Norris
Betsy Riehle

Classified
Gail Parish
Claudia M. Aguilar

4-students-appointed by ASG

STUDENT LEARNING OUTCOME (SLO) COMMITTEE
(Meeting time: 2nd Tuesday at 3:15 P.M.)
(Appointed by the Academic Senate)

Purpose and Composition to be established during 2008-2009.

Mission

The vision of Imperial Valley College's Student Learning Outcomes Committee is to nurture a culture of improvement by measuring student learning across the institution; facilitating ongoing collegiality; promoting self-reflective dialog; and celebrating diversity.

In effort to further its vision, the SLO Committee will strive to
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
4. Assess and improve the outcome cycle

We will conduct an annual review of the outcomes process and implement improvements based on our findings.

Composition
In order to compose a campus-wide committee made up of teaching faculty, non-teaching faculty, and staff representatives, the SLO Committee shall be comprised of the following:
1 SLO Coordinator - Chair
1 Dean of Instruction
4 At-large Teaching Faculty Representatives, each from a different division
2 At-large Non-Teaching Faculty Representatives, each from a different division
2 Classified Representatives, each form a different division

Training
At this time, all new committee members are requested to use the IVC SLO Committee website as a self-study in which to learn more about the outcomes process at IVC and other campuses. Books on outcomes are also available in the Library "Reserve" section.

Members
Toni Pfister, Chair
Sandie Noel, Recording Secretary
Daniel Gilison
Mary Lofgren
Rosa Pitones
Sidne Horton
Lisa Solomon
Mirtha Galindo
Jose Ruiz (fall 2008)/Romano Sanchez-Dominguez (spring 2009)

TECHNOLOGY COUNCIL
(Meeting time: Every Other Wednesday (starting September 5, 2007) 8:30 A.M.-10:00 A.M.)

Purpose
The purpose of the Technology Council is to coordinate campus technology activities, address technology needs and issues, and take action upon recommendations from feeder subcommittees. The Council has four broad categories of responsibilities:
- Campus technology policy and procedure planning
- Instructiona l technology
- Administrative computer system (i.e. SCT Banner)
- System architecture and network services

Composition
Robin Ying, Co-Chair
Jim Fisher, Co-Chair, Faculty Member (Appointed by the Academic Senate)
Cheryl Waddell, Recording Secretary

3 administrators (including co-chair) appointed by Administrative Council

3 faculty members (including co-chair) appointed by the Academic Senate
1 classified manager/confidential appointed by CMCA
3 classified members appointed by CSEA
1 student appointed by ASG
Chair of Banner Users' Group

VOTING MEMBERS:

Administrators	Faculty	CMCA	Classified	ASG
Kathy Berry	Jim Fisher	Angie Gallo	Michael Boyle	Josafet Trejo
Mary-Jo	Wainwright	Linda Amidon (Alternate)	Martha Olea	
Robin Ying	David Zielinski	Larry	Valenzuela	

Consultants (No Voting Rights): Michael Heumann, Jan Magno, Andres Martinez, Jeff Cantwell, Charles Wang

Ad Hoc Committees dealing with specific issues will be appointed by the Technology Council, from the following:

Administrators
Kathy Berry
Gonzalo Huerta
Sergio Lopez
Robin Ying

Faculty
Craig Blek	Tom Paine	
Samuel David	Toni Pfister	
Van Decker	Valerie Rodgers	
Dolores Diaz	Deirdre Rowley	
Tom Gilbertson	Aleksandr Voldman	
Todd Hansink	Sherry Zobell	
Michael Heumann		
Paige Lovitt		
Ralph Marquez		
Andres Martinez		
Don Martini		
Barbara Nilson		
Norma Nunez		

CMCA Representatives
Angie Gallo
Linda Amidon (alternate)

Classified Representatives
Jose Alarcon
Mirtha Galindo
Javier Gutierrez
Alfonso Sanchez
Larry Valenzuela
Charles Wang
Michael Boyle
Martha Olea

COLLEGE COUNCIL
(Meeting time: 2nd & 4th Monday at 2:30 P.M.)

For the complete Rules, please refer to the
Standing Rules of the College Council posted on the website
http://www.imperial.edu/index.php?pid=79

Board Approval December 11, 1996, Resolution No. 11062
Revision Approval June 19, 2004, Resolution No. 13010
Revision Approval June 21, 2005, Resolution No.13281
College Council Revision Approval May 8, 2006

PURPOSE

- To ensure faculty, staff, students, and administrators the opportunity to express their opinions and ideas at the campus level and to ensure that these opinions and ideas are given every reasonable consideration.

- To establish a process which allows faculty, staff, students, and administrators the opportunity to make recommendations to the College President.

FUNCTIONS

- To convey to the College President the views of the campus community on matters relevant to the orderly functioning of the college.

- To make recommendations to the College President on which college committees or task forces are needed or should be activated.

- To make recommendations on proposed college policies developed by the College President or other policy making college committees.

- To disseminate proposed or current policy, and regulations to the constituent groups for feedback prior to making recommendations to the College President or other policy making college committees.

- To allow for discussion and recommendations to be a shared process by representatives of all five constituent groups.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, students, and administrators.

2. The permanent members of the College Council are:
    - Three faculty members: 2 faculty appointed by the Academic Senate, 1 faculty elected at large.
    - Three classified at large appointed by CSEA.
    - One member of the Classified Managers/Classified Confidentials appointed by CMCA.
    - Three students at large appointed by ASG.
    - Three administrators: appointed by the Administrative Council.
    - The College President and the IVC Foundation Director will be ex-officio members.

- Terms for faculty, classified, classified managers/confidentials, and administrators shall be for three years, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.
- Terms for student representatives shall be for one year, commencing with the first meeting of the fall semester and end with the last meeting prior to the start of the fall semester.

3. A Chair and Vice-Chair will be elected by the members of the College Council.

4. The College Council may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

Michael Heumann (Chair), Faculty Representative
Jessica Waddell (Vice Chair), CMCA Representative
Adriana Sano, Recording Secretary

Administrative Representatives:
Taylor Ruhl
Sergio Lopez
Jan Magno (Alternate)
Ted Ceasar (Alternate)

Faculty Representatives:
Kevin White
Martha Garcia
John McClain (Alternate)

Classified Representatives:
Michael Boyle
Laura Hartsock
Miriam Trejo
Marilyn Boyle (Alternate)

Classified Manager/Confidential Representatives:
Jessica Waddell
Martha P. Garcia (Alternate)

Student Representative:
ASG President
2 Student Representatives
1 Rotating (Alternate)

Ed Gould, Ex-Officio

CONTINUATION ACCREDITATION TEAM COMMITTEE (CART)

Standard I   - Efrain Silva
Standard II   - Tina Aguirre and Sergio Lopez
Standard III - None.
Standard IV - Ted Cesar, Travis Gregory and Bill Gay

Chartered Clubs – Fall 2008

Adventure Club: Advisors, Paige Lovitt & Kevin Marty, (760) 355-6406 or 355-5761

Purpose: To encourage social, recreational, and educational activities among the Adventure Club members. To provide a forum to which IVC students may elaborate and communicate any outdoor events or comments/concerns in regards to the Adventure Club.

Club President: Bianca Tellez   Vice President: Daniel Simon

Agriculture Club: Advisor, Dr. Patrick Pauley, (760) 355-6363

Purpose: To help young men and women get established in farming and related occupations. To cooperate with Future Farmers of America and 4-H Clubs in their activities. To increase the knowledge of members of agricultural subjects through systemic education. To encourage social, recreational and educational activities. To assist and cooperate with other agricultural and campus organizations.

Officers: Pending Elections

Business Club: Advisor, Angie Ruiz, (760) 355-6339

Purpose: To promote student interaction between school, government, and business sectors by attending professional events, conferences, community activities and offering the association's services to different organizations (private and non-private).

Club President: Vaneza Hacegaba   Vice President: Yadira Lopez
Secretary: Ivette Romero

Christian Club: Advisors, Jeff Deyo & Bruce Page, (760) 355-6474/6330/6575

Purpose: The purpose of the club shall be to communicate the Gospel in any way, shape, or form to the community in order to save the lost, and impact community decisions. All members will be encouraged to take a stand for the truth and be a good witness to their peers and community.

Club President: Jade Zoghbi   Vice President: Alex Woolman
Secretary: Nandie Dickinson

Educational Talent Search Club: Advisor, Myriam Fletes, (760) 355-6251

Purpose: The purpose is to raise funds for Educational Field Trips, to assist Educational Talent Search Bridge students with their educational supplies, and book grants.

Club President: Erica Sanchez   Vice President: Roger Rascon
Secretary: Ruben Macias

Future Leaders of America Club: Advisor, Sergio A. Lopez, (760) 355-6456

Purpose: To encourage social, recreational and educational activities among Future Leaders Club members. To instill in each individual the self-esteem to carry themselves with a sense of pride and honesty, so that they may be better understood, and in turn, they may better understand. To instill in the minds of all students the need and desire for an education, so that these students may take a firm initiative in all fields of education; and so that we, as students can occupy a worthwhile and significant place in the community.

Club President: Josafat Trejo   Vice President: Ryan Pimble
Secretary: Ana Guerrero

Lamplighter's Club: Advisor, Brenda Sue Higgins, (760) 355-6549

Purpose: To create closer relationships between nursing students and further the knowledge of nursing opportunities.

Club President: Christian Cazares   Vice President: Myrna Cadena
Secretary: Stephanie Gupton

Parent/Preschool Club: Advisor, Becky Green, (760) 355-6232

Purpose: The purpose of this club is to fund-raise, with all proceeds going to the IVC Preschool and Infant Toddler Center to aid them with purchases and acquisitions not normally covered by the funding they receive from the CA Department of Education, Child Development Division. In addition to fund-raising, we pledge our support in non-monetary matters related to the role we play as IVC Preschool and Infant Toddler Center parents.

Club President: Holly Chase   Vice President: Paola Lucas
Secretary: Laura Green

National Student Nurses Assoc. (NSNA) Club: Advisor, Nicole Castañeda, (760) 355-6530

Purpose: To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care. To provide programs representative of fundamental interests and concerns to nursing students. To aid in the development of the whole person, his/her responsibility for health care of people in all walks of life.

Club President: Mona Ruiz   Vice President: Julissa Ramirez
Secretary: Iran Soto

Sign Language Club: Advisor, Charles Mason, (760) 355-5756

Purpose: To promote American Sign Language and Deaf Culture. To encourage social and recreational activities. To assist and cooperate with other valley and campus organizations.

Club President: Claire Wells   Vice President: Jael Guzman
Secretary: Blanca Hidalgo

Spanish Club: Advisor, Romano Sanchez-Dominguez, (760) 355-5765

Purpose: To increase an awareness of the social and cultural aspects of the Spanish speaking countries and communities. To encourage social, recreational and educational activities among club participants. To promote Higher Education to the Spanish Speaking population. To provide a space for practicing the language for those non Spanish Speakers.

Club President: Abel Rivera   Vice President: Monica Rivas
Secretary: Lidia Dominguez

Spirit Club: Advisor, Jill Lerno, (760) 355-6332

Purpose: It shall be the purpose of the Spirit Club to promote and uphold school spirit for those we encounter, to develop good sportsmanship by example, to support good relations in the community and between teams and squads during events. The organizational goal is to work in harmony with the team, management and administration, athletic teams and sporting organizations.

Club President: Alyssa Valenzuela   Vice President: Liliana Fernandez
Secretary: Irma Tamayo

Student Art Association Club: Advisor, Carol Hegarty, (760) 355-6198

Purpose: To encourage social, artistic and educational activities among students. To instill in each individual the self-esteem to carry themselves with a sense of pride and honesty, so that they may be better understood and appreciated. To instill in the minds of all students the need and desire for the appreciation of art and an artistic outlet.

Club President: Mayra F. Garcia   Vice President: Antony L. Saine
Secretary: Pending

Students for Political Awareness (SPA) Club: Advisor, Gaylla Finnell, (760) 355-6511

Purpose: It shall be the purpose of Students for Political Awareness to keep informed of political issues affecting our society and government, and provide information regarding these issues to the students of Imperial Valley College and the community. This will be accomplished by working with the other IVC student clubs and various organizations in the community.

Club President: Gerardo Ruano   Vice President: Katie Ross
Secretary: Brielle Haller

Student Support Services (SSS) Club: Advisor, Olga Vega, (760) 355-6261

Purpose: To encourage social, recreational and educational activities among Student Support Services students. To instill in each individual the self-esteem to carry themselves with a sense of pride and honesty, so that they may be better understood, and in turn, they may better understand. To instill in the minds of all students the need and desire for an education, so that these students may take a firm initiative in all fields of education; and so that we, as students can occupy a worthwhile and significant place in the community.

Club President: Paloma Camacho   Co-President: Jonathan Balint
Vice President: Michael Hernandez   Secretary: Luis Topete

Surfriders Club: Advisor, Dr. Tom Morrell, (760) 355-5754

Purpose: To encourage education and oceanic social activities among students. To instill individuals with a safe, fun, and healthy lifestyle then encompasses all forms of oceanic recreation. To instill and encourage individuals in promoting and being active in earth-friendly activities. Some of these activities may involve campus clean-ups, recycling, and beach clean-ups. To promote ocean safety and health. To promote surfing and other oceanic activities within IVC.

Club President: Rodney Gauna   Vice President: Jason Rushing
Secretary: Ashley Santana

Upward Bound Club: Advisor, Rosalie O. Lopez, (760) 355-6256

Purpose: The purpose of the club will be to provide its members with leadership experience which will enable them to obtain confidence to run for office at the college and community organizations.

Club President: Manuel Sanchez   Vice President: Jovanna Dollente
Secretary: Jesus Franco

IMPERIAL VALLEY COLLEGE

EMPLOYEE EMERGENCY NOTIFICATION INFORMATION

Thank you for taking the time to complete this form. The Human Resources Office updates the emergency information in your personnel record on an annual basis. Please complete this form and return it to the Human Resources Office **no later than August 31, 2010** . This information is for official use only.

Please Print or Type

Name:_____
           (Last)   (First)   (Middle)

Home Address:_____

P.O. Box:_____ _____
       (If Applicable)   (City)   (Zip Code)

Telephone Number:_(_____)_____ Unlisted: Yes_____ No_____

In Case of Accident to Illness, Please Notify:

Name:_____

Business Telephone Number:_(_____)_____ Business Hours:_____

Home Telephone Number:_(_____)_____

Address:_____

_____
           (City, State)   (Zip Code)

Special Emergency Instructions (Optional)

Allergic To:_____

Physician To Be Contacted:_____

Telephone Number:_____

Hospital:_____

Special Instructions/Comments:_____

_____

_____ _____
Employee Signature   **Date**

Memorandum

To: IVC Employees

From: Travis Gregory, Associate Vice President for Human Resources

Date: August 20, 2010

Subject: Your IVC benefits

Most of you are aware that we've undergone some significant changes to benefits here at IVC over the past several months. As regular IVC employee, you will be receiving a variety of communications, documents, and forms from our new benefits providers.
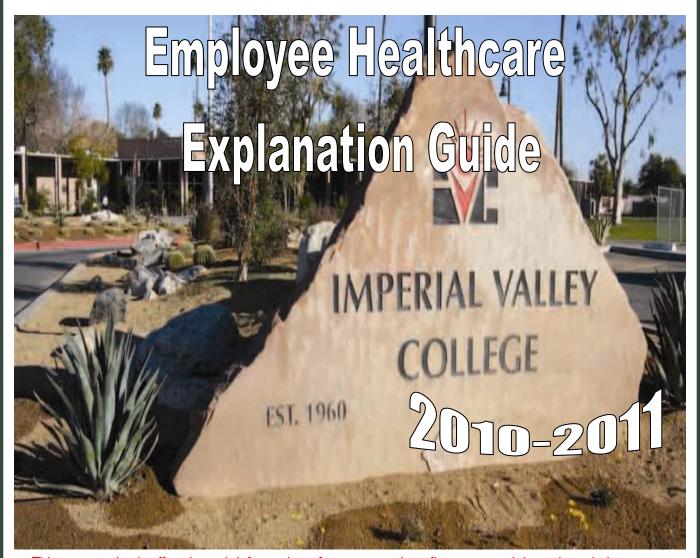
To help you get this information in a convenient and timely manner, we've enhanced the *Benefits* website and placed a variety of documents and forms there for your use (http://www.imperial.edu/index.php?pid=5314).

We realize that there will continue to be questions about IVC's new medical plan (ICSVEBA) and about the upcoming changes to the national healthcare system. We're here to help answer your questions and assist in getting the healthcare information that you need to make related decisions. You can contact HR Specialist Martha Sanchez, at x-6210 with questions. Additionally, the ad hoc Insurance Committee will continue to meet as needed and you're welcome to contact your representative with input.

Thank you for your continued patience as we enter the final transition stages of this new plan. Please keep in mind that our dental and vision plans remain UNCHANGED and we will be transitioning back to the Blue Cross medical plan in October 2011 (much more to come).

1

Imperial Valley College

Employee Healthcare Explanation Guide

IMPERIAL VALLEY COLLEGE

EST. 1960

2010-2011

This presentation is offered as a brief overview of your current benefit programs. It is not intended to interpret or modify contract language. Please refer to your respective benefit contracts for detailed provisions. If there is a conflict between this document and the carrier contract, the carrier contract prevails.

ICSVEBA Medical Benefits Administered by Delta Health Systems
Utilizing the First Health and La Nueva Frontera Provider Network

COMPREHENSIVE

	In-Network	Out-of-Net
Lifetime Maximum Benefit : $5,000,000		
Physician Office Visit Primary	$15 copay	50%+Ded
Specialty	$30 copay	50%+Ded
Preventive Care	$15 copay	50%+Ded
Diagnostic X-Ray & Lab Tests (if not related to surgery)	$15 copay	50%+Ded
Emergency Care (copay waived if admitted)	$75 copay	50%+Ded
Urgent Care	$30 copay	50%+Ded
Individual Deductible (major medical services)	$300 (3x max)	$500 (3x max)
Coinsurance (hospital related)	80%	50%
Coinsurance Limit (excludes deductible and copays)	$1,000 (3x max)	$5,000 (3x max)
Ambulance Services Ground & Air combined (up to $18,000 per incident)	80%+Ded	80%+Ded
Inpatient Facility Services	80%+Ded	50%+Ded + $500

Envision Rx & Orchard Prescription Drug Coverage

Generic / Brand/ Non-Preferred	$5/$20 $35
Mail Order through Orchard : 3 months / 1 co-pay	$5 / $20 $35

COMPREHENSIVE + FRONTERA

	Stateside In Network	Stateside Out of Net	Mexico In Network
Lifetime Maximum Benefit : $5,000,000			
Physician Office Visit Primary	$15 copay	50%+Ded	$5 copay
Specialty	$30 copay	50%+Ded	$5 copay
Preventive Care	$15 copay	50%+Ded	$5 copay
Diagnostic X-Ray & Lab Tests (if not related to surgery)	$15 copay	50%+Ded	$1000/ cal year
Emergency Care (copay waived if admitted)	$75 copay	50%+Ded	$10 copay
Urgent Care	$30 copay	50%+Ded	N/A
Individual Deductible (major medical services)	$300	$500	None
Coinsurance (hospital related)	80%	50%	100%
Coinsurance Limit (excludes deductible and copays)	$1,000	$5,000	Copays & Amounts over spec. benefit limit
Ambulance Services **Ground & Air Combined** (up to $18,000 per incident)	80%+Ded	80%+Ded	100%
Inpatient Facility Services	80%+Ded	50%+Ded+ $500	100%

Prescription Drug Coverage
(Stateside through Envision Rx and Orchard)

	Mexico	Stateside
Annual Deductible	None	None
Generic	$5 copay	$5 copay
Brand	$5 copay	$20 copay
Non-Preferred	$5 copay	$35 copay

MENTAL HEALTH & EMPLOYEE ASSISTANCE PROGRAM

Provided through The Holman Group, and "carved out" of your core benefits, this program offers the following benefits and more.

	Comprehensive Plan	Comprehensive + Frontera Plan
Annual Deductible (In-Network)	$300 Ind. / $900 Family	$300 Ind. / $900 Family
Plan Maximums		
Acute Treatment (Non AB88)	30 days / year	30 days / year
AB 88 Diagnoses		
- Outpatient	Unlimited	Unlimited
- Inpatient*	90 days / year	90 days / year
Lifetime Maximum	Based on annual maximums	Based on annual maximums
Co-payments		
Private Sessions		
1-15 Visits	$10 copay	$10 copay
16 + Visits	$20 copay	$20 copay
AB 88 Diagnoses	$30 copay	$30 copay

*Additional 90 days may be available on a self-funded basis to supplement the benefit through the Employee Assistance Program (EAP) and Holman Professional Counseling Centers.

BASIC GROUP LIFE INSURANCE BENEFIT

This valuable benefit is part of your group medical plan and is insured by Symetra Life Insurance Company. Coverage is on a guaranteed issue basis during the enrollment period.

Insured Employee Coverage	
Face Life Amount	$10,000
Accidental Death and Dismemberment	$10,000

VOLUNTARY BENEFITS

Supplemental Life Insurance - Standard Life   Available October 1, 2010

Underwritten by The Standard Insurance Company, this program offers up to $250,000 of additional life and AD&D coverage for employees and spouses, as well as, up to $10,000 for dependent children (subject to medical underwriting acceptance). **New Hires/ Guarantee Issue:** You are eligible to receive $50,000 of life and AD&D coverage, plus $10,000 of coverage on your spouse and up to $10,000 for each dependent child, *without evidence of insurability*. Applications must be completed in the first 30 days of employment. Please see the **blue** sheet in your packet for more information.

Long Term Care - UNUM   Available October 1, 2010

If paying for long-term care benefits for a loved one would create a financial burden, this program is for you. Underwritten by UNUM, this program can provide a benefit of up to $6,000 a month of LTC care for you, your spouse, parent or grand-parent with very affordable rates (subject to medical underwriting acceptance). Please see the **yellow** sheet in your packet for more information.

Dental Benefits

Plan utilizes Delta Dental Provider Network.

	Delta Dental Network Provider CA	Out of Network Provider CA
Calendar Year Deductible	None	$50 Individual
Preventative	100%	80%
Basic	80-100%	80-100%
Major Benefits: Cast, Crowns	80%	50%
Orthodontic Benefit Lifetime (Maximum, 24 month program)	50% to $500*	50% to $500*
TMJ	80%	80%
Annual Maximum	$1,500/Individual	$1,500/ Individual
*Lifetime		

Vision Benefits

Plan utilizes Vision Services Plan (VSP) Provider Network

	In Network	Out of Network
Calendar Year Deductible	$25 individual/$75 family	$25 individual/$75 family
Exam	Every 12 mo	100% to $45
Lenses/Contacts incl.	Every 12 mo	100% to $45 Single Vision 100% to $65 Bifocals 100% to $85 Trifocals
Frames	Every 24 mo	100% to $47

VALUE ADDED SERVICES

DELTA TEAMCARE – Managing for Tomorrow®

Managing for Tomorrow® is a unique health improvement program available to all eligible employees and their dependents. It is being offered by Imperial County Schools Voluntary Employees Benefits Association (ICSVEBA), in association with Delta Team Care. This program offers personalized health information and tools that are tailored to your situation. You can learn about living a healthy lifestyle, managing your health, and working with your doctor to stay healthy.

Disease Management - Maternity Management - Nurse Hotline

DELTA TEAMCARE – LIVINGWISE

LivingWise is an impressive website that allows participants easy access to detailed (not personal) health information and self-directed resources in a completely pop-up free environment. Visit www.deltahealthsystems.com and click on the blue apple

DELTA TEAMCARE – My ePHIT

Whether you want to lose weight permanently, build muscle, have more energy, become more optimistic, or just simply get more enjoyment out of life, My ePHIT will help you. Utilizing the latest, most innovative web-technology, our Personalized Health Improvement Training program takes into consideration your unique goals, lifestyle and personal situations and creates a customized plan exclusively for you.

AIG – TRANSPLANT RIDER

ICSVEBA continues to offer a Transplant Rider through AIG. This benefit is for those members needing an organ transplant. The benefits are as follows:

Lifetime Max Benefit - $2,000,000 (does not count toward the $5,000,000 lifetime max on your medical plan)
Benefit Period - Evaluation through 365 days post transplant
In Network - 100% of ALL covered transplant expenses including organ (AIG network; NOT First Health. A list can be provided upon request)
Out of Network - 80% of ALL covered expenses up to maximum
Transportation - $200/day; $10k max for patient and companion
Experimental - NCI Clinical Trials: Phase III and IV for adults, ALL for pediatric

BENEFIT COST WORKSHEET

Rates are expressed 12thly	Comprehensive	Comprehensive + Frontera
Medical EE Only EE + Spouse EE + Child(ren) EE + Family	$482.11 $872.35 $764.43 $968.48	$487.11 $877.35 $768.81 $973.48
Dental EE Only EE + Spouse EE + Child(ren) EE + Family	$32.86 $56.56 $62.74 $86.63	$32.86 $56.56 $62.74 $86.63
Vision EE Only EE + Spouse EE + Child(ren) EE + Family	$8.72 $13.95 $14.85 $17.44	$8.72 $13.95 $14.85 $17.44

COVERAGE	CARRIER / ADMINISTRATOR	GROUP / POLICY NUMBERS	PHONE NUMBERS & WEBSITES
MEDICAL PPO - TPA View your claims & benefits online	Delta Health Systems	712	Member Services: 800.422.6099 ext. 1712 www.deltahealthsystems.com
PPO PROVIDER NETWORK - CA (Must choose a network)	First Health	712	Member Services: 800.226-5116 www.firsthealth.com
PHARMACY MANAGEMENT	Envision Rx	712	Member Services: 800.361.4542 www.envisionrx.com
BASIC LIFE and AD&D	Symetra Life Insurance Co.	01-015024-00	Member Services: Contact your District Office to file a claim
DENTAL	Delta Dental		Claudette Bryant : 866-654-8102 www.delatadentalins.com
VISION	Vision Service Plan (VSP)		Carla Hayanl : 800-367-9618 www.vsp.com
MENTAL HEALTH & EAP	The Holman Group	ICSVEBA	Member Services: 800.321.2843 www.holmangroup.com
MANAGING FOR TOMORROW: Disease Management Maternity Management	Delta Health Systems SHPS - Delta Teamcare	712	Member Services: 800.784.9298 www.dhsdirect.com
VOLUNTARY LIFE INSURANCE	Standard Life	VT101625	Member Services: 800.843.7979
VOLUNTARY LONG TERM CARE	Unum Provident	522828	Member Services: 800.227.4165
Hartford Retiree Program	Hartford	AGP-3816-54	Customer Service:1.800.368.3653
General questions concerning claims or administrative issues	HUB International Insurance Services Inc	HUB International	TOLL FREE 866-833-8614 Aira Kato, ext. 7623 Jennifer Lawson, ext. 7633

Is the EAP Confidential?

The success of the EAP depends upon confidentiality. When you self-refer to the EAP, it is absolutely confidential. Participation in the EAP stays out of your medical record and your personnel file. All identifying information (names, department, division, etc.) remains unknown to your employer. The laws of confidentiality protect you and require your written consent to release any information.

How Many Counseling Sessions are Included in my EAP?

Your employer has provided you and your family with a comprehensive EAP program.

As part of this program, you will receive five (5) free sessions, per family, per problem area, per benefit year.

"Per family, per problem area, per benefit year" means that for each unique, non-related problem, you, your spouse and your eligible dependents will share the allotted number of sessions.

What Is the Prescription Drug Discount Card?

The program offers discounts of up to 50% for prescription drugs with an average savings of over 20%. Simply log in to our web site: *www.holmangroup.com*, or call us at (800) 321-2843. Click "See My Plan", then click the *www.scriptsaveselect.com* link. Log-in using Group # T2025, and complete the form. Use your Holman password as your Company ID, then print out your ScriptSave℠ Select discount card to start receiving discounts!

"The California Department of Managed Health Care is responsible for regulating health care service plans. If you have a grievance against your health plan, you should first telephone your health plan at **1-800-321-2843** and use your health plan's grievance process before contacting the department. Utilizing this grievance procedure does not prohibit any potential legal rights or remedies that may be available to you. If you need help with a grievance involving an emergency, a grievance that has not been satisfactorily resolved by your health plan or a grievance that has remained unresolved for more than 30 days, you may call the department for assistance. You may also be eligible for an Independent Medical Review (IMR). If you are eligible for IMR, the IMR process will provide an impartial review of medical decisions made by a health plan related to the medical necessity of a proposed service or treatment, coverage decisions for treatments that are experimental or investigational in nature and payment disputes for emergency or urgent medical services. The department also has a toll-free telephone number (**1-888-HMO-2219**) and a TDD line (**1-877-688-9891**) for the hearing and speech impaired. The department's Internet Web site *http://www.hmohelp.ca.gov* has complaint forms, IMR application forms and instructions online."
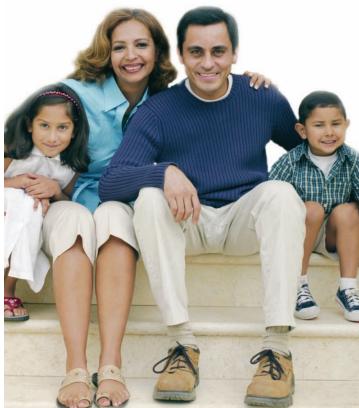
Holman Professional Counseling Centers
Managed Behavioral Health Care Services

For Confidential Assistance, Questions or Comments, Please Call

(800) 321-2843
or Visit us Online at
www.holmangroup.com

Holman Professional Counseling Centers
Managed Behavioral Health Care Services

Employee Assistance Program

How to Use Your EAP

What is the EAP?

The EAP is a resource to assist you and your family members in managing issues that affect your daily life. Through face-to-face counseling sessions with a licensed clinician, community referrals, legal and financial resources, the EAP is the first step to regaining control and improving life quality.

What Kinds of Issues Does the EAP Address?

The EAP is designed to help you address various issues that affect your daily life such as:

- Family or marital conflict
- Alcohol or drug issues
- Stress
- Depression

Calling your EAP is often the first step in resolving your problems, regardless how big or small. By speaking to a licensed clinician, you will not only gain the skills to cope with your problem, you will also become more equipped to deal with other issues that may occur in your life.

Who Can Use the EAP?

You, your spouse and your eligible dependents can utilize the EAP.

What Does the EAP Cost?

The initial sessions with a licensed clinician are free to you, your spouse and your eligible dependents.
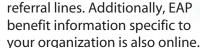
How Does the EAP Work?

Accessing your EAP services is easy. Simply call The Holman Group at (800) 321-2843 between the hours of 7:30 am and 6:30 pm PST to speak with a qualified intake specialist who will assist you with your needs. Should you choose to seek counseling, your assigned clinician will contact you to schedule an appointment in his/her office within 2-3 business days of your phone call to Holman. *Please remember that to schedule an appointment or for inquiries and community referrals, you must call during our business hours.*

What If I Am In a Crisis?

If you feel that your situation requires immediate assistance, you can call us at (800) 321-2843 and speak to a licensed clinician, 24 hours a day, 365 days a year.

What Other Services Does the EAP Provide?

In addition to counseling sessions with a licensed clinician, we also provide referrals to a variety of wellness-related community resources* such as 12-step programs, parenting classes and elder care referral lines. Additionally, EAP benefit information specific to your organization is also online.

Holman community resources are provided as a service to our clients. They are not Holman contracted providers. The information obtained through Holman's community resources are for informational purposes only. All information received should be verified. All final decisions on the appropriateness of information, the quality of service, or the qualifications of a service provider must be made by each individual and are not the responsibility of Holman.
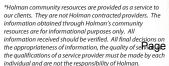
Can I Call for Legal & Financial Services?

You can also take advantage of Holman's legal and financial service. Through this service, each employee and their family members are entitled to a no cost telephonic consultation with a legal or financial counselor. If there is an additional need following the initial consultation, the services will be offered to you at a 25% discount for legal services only. The counselor can assist you in dealing with issues such as:

- *College planning*
- *Consumer debt and budgeting assistance*
- *Complex tax issues*
- *Credit counseling*
- *Insurance*
- *Investments*
- *Financial aspects of retirement and estate planning, or financial issues related to the loss of a wage earner as a result of death, divorce or retirement.*

And much more …

What Information is on The Holman Group's Website?

You and your eligible dependents can log on to a wealth of information at *www.HolmanGroup.com*. In addition to having access to wellness-related articles and links, EAP benefit information specific to your organization is also online. Through the website you can also fill out an Intake Request Form as well as email various departments at Holman.

IMPERIAL COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES OFFICE

WORKERS' COMPENSATION "Quick Facts"

What Is An Industrial Illness Or Injury?

An illness or injury that has been determined to be work-related (also known as workers' compensation).

What Should I Do If Hurt On The Job?

STEP 1.   **Report The Injury -** Employees must notify their immediate supervisor as soon as an industrial Injury/illness occurs. Human Resources **MUST** also be notified immediately. If your injury or illness developed gradually, report it as soon as you learn it was caused by your job.

STEP 2.   **Get Emergency Treatment** If Needed - If it is a medical emergency; call 911 and call the Switchboard at Ext. 0, who will notify the Administrator on duty; go to an emergency room right away (tell the health care provider who treats you that your injury or illness is job related).

For Non-Emergency Treatment – Report to Human Resources and follow the steps below.

STEP 3.   **Fill Out A Claim Form** - Human Resources will provide you with an **"Employee's Claim for Workers' Compensation Benefits (DWC Form 1)** within one working day after learning about your injury or illness. You use it to request workers' compensation benefits. Fill out and sign the employee portion of the claim form, describe your injury completely and include every part of your body affected by the injury. Submit the form to Human Resources.

An **"Authorization for Medical Services"** form will be provided to you for non-emergency medical treatment.

A **"Supervisor's Report of Accident"** will be provided to the injured employees' supervisor. The report is to be completed within five (5) working days of the injury and submitted to Human Resources.

How Do I Report Time Off Work For Medical Treatment?

When an employee suffers an industrial illness/injury that is verified as work-related by our worker's compensation carrier, the employee may be given industrial leave.

Employees will be granted sixty (60) working days of Industrial Leave for time the employee must be off from work to visit the treating physician, and/or for the period of time the treating physician specifies in writing that the employee must be off for recuperation.

In all cases, the employee is responsible for providing verification to H.R. for all medical visits, stating the date, time, and reason for the appointment. The employee must also attach a copy of verification to his/her timesheets, when time off is indicated as "IL" (industrial leave). If the employee fails to provide the required verifying documentation, his or her time card will be docked for sick leave instead of industrial leave.

PLEASE NOTE: Completing & signing an **"Employee's Claim for Workers' Compensation Benefits (DWC Form 1)** is not an Admission of Liability by the District.

FOR MORE INFORMATION REGARDING WORKERS' COMPENSATION, PLEASE CONTACT ANGIE GALLO IN HUMAN RESOURCES AT EXT. 6194.

IMPERIAL COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES OFFICE

WHAT TO DO IN CASE OF AN INDUSTRIAL ILLNESS/INJURY

STEP 1. MEDICAL TREATMENT

For minor illness/injuries/first aid: The college nurse is available during business hours in the Health Sciences Building.

For more serious illness/injuries/emergencies: The employee is directed/transported to one of the medical facilities listed on the back of this form.

STEP 2. NOTIFICATION AND DOCUMENTATION OF THE INDUSTRIAL ACCIDENT

1.   Notification to the Human Resources Office

In case of a serious accident, the Associate Dean of Human Resources must be notified immediately.

2.   Supervisor's Injury Investigation Report

Immediately after an industrial injury, the injured employee's supervisor must complete a SUPERVISOR'S REPORT OF ACCIDENT form and forward it to the Human Resources Office.

3.   Employee's Claim For Worker's Compensation Benefits

Within (24) hours of notification of an industrial accident, the Human Resources Office must provide the injured employee with a copy of DWC Form 1, EMPLOYEE'S CLAIM FOR WORKER'S COMPENSATION BENEFITS. Within (1) working day of receipt of the completed form from the injured employee, Human Resources must forward copies of this form to the employer's insurer and to the employee, his/her dependent or representative who filed the claim.

4.   Employer's Report of Occupational Injury or Illness

Within five (5) working days of notification of an industrial injury or illness which (a) results in lost time beyond the day of injury, or (b) requires medical treatment other than first aid, the employer must forward to the insurer a completed State of California Form 5020, EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OF ILLNESS.

5.   Notification of Fatal Injury, Serious Injury or Illness

If an industrial injury or illness (a) requires inpatient hospitalization for more than 24 hours, (b) results in the loss of any member of the body, (c) produces any serious degree of permanent disfigurement, or (d) results in death of the employee, then the nearest district office of the California Division of Safety and Health (DOSH) must be notified within eight (8) hours. This notification is not required if the injury or death results from an accident on a public street or highway.

6.   Other Reporting Requirements

Employees with a lost-time industrial injury or illness shall not be returned to work without approval of the treating physician and the Associate Dean of Human Resources.

Human Resources must be notified by the employee or the employee's supervisor each time the employee leaves work or returns to work as a result of job injury or illness.

Refer all inquiries about employee injuries/Worker's Compensation claims to the Human Resources Office.

August 2010

NON-EMERGENCY TREATMENT FACILITIES

Industrial Family Medical Care
(760) 337-1771
General Practice
1441 State Street, Suite B
El Centro, CA 92243

PRN Desert Rehabilitation Institute
(760)337-1144
Physical Therapy
1590 S Imperial Ave
El Centro, CA 92243

Thomas C Bruff MD
(760)370-0020
Internal Medicine
Occupational Medicine
1850 W Main St Ste E
El Centro, CA 92243

Lokesh S Tantuwaya MD
(858)300-2626
Neurological Surgery
300 S Imperial Ave Ste 14
El Centro, CA 92243

Thomas E Teske MD
(760)337-4100
Neurology
1745 S Imperial Ave Ste 101
El Centro, CA 92243

George C Fareed MD
(760)337-1000
Family Practice
1503 N Imperial Ave Ste 201
El Centro, CA 92243

Jean-Jacques Abitbol MD
(858)874-2306
Orthopedic Surgery
1501 Ocotillo Dr Ste G
El Centro, CA 92243

George C Fareed MD
(760)344-8750
Family Practice
751 W Legion Rd Ste 105
Brawley, CA 92227

Veerinder S Anand MD
(760)352-2181
Orthopedic Surgery
1318 S Imperial Ave
El Centro, CA 92243

EMERGENCY TREATMENT FACILITIES

Pioneers Memorial Hospital
207 W. Legion Road
Brawley, CA 92227
Tel. (760) 351-3333 (General Business Telephone Number)

El Centro Regional Medical Center
1415 Ross Avenue
El Centro, CA 92243
Tel. (760) 339-7100 (General Business Telephone Number)
Tel. (760) 339-7254 (Emergency Room)

August 2010

IMPERIAL COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES OFFICE

DOCUMENTATION OF INDUSTRIAL LEAVE

An industrial illness or injury is an illness or injury that has been determined to be work-related. The objective of worker's compensation program is to provide medical care to the employee who has suffered a work-related illness or injury and to return this employee to work as soon as possible.

When an employee suffers an industrial illness or injury that is verified as work-related by our worker's compensation carrier, or the employee is directed to a medical facility by the Human Resources Office for a work-related illness or injury, the employee may be given industrial leave for the period of time that he or she must be off from work to visit the treating physician, and/or for the period of time the treating physician specifies in writing that the employee must be off for recuperation up to a maximum of 60 days.

If the work-relatedness of the injury or illness is not apparent, the employee will be examined by a physician certified by the state to conduct a medical evaluation and render a determination.

In all cases, the ill or injured employee is responsible for providing an appointment slip or letter from the attending physician stating the date, time and reason for the appointment and/or recuperation period.

A copy of the appointment slip shall be submitted as follows:

Injured	Submit to:
Classified Employees, Student Workers, Volunteers (non-certificated), Short Term Employees (District)	Immediate Supervisor and Angie Gallo, Human Resources Technician
Students enrolled in Nursing and EMS Programs	Instructor and Angie Gallo, Human Resources Technician
Full Time Faculty	Academic Services Office and Angie Gallo, Human Resources Technician
Part Time Faculty Volunteers (counselors, etc.)	Academic Services Office and Angie Gallo, Human Resources Technician

The employee's time sheet will reflect industrial leave for the period of time reflected on the appointment slip or letter only. If the employee fails to provide the required verifying documentation, her or his time card will be docked for sick leave instead of industrial leave.

August 2010

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- your employer offers group health coverage;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work- related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: _____ (name of employer)   If I have a work-related injury or illness, I choose to be treated by:

_____
(name of doctor)(M.D., D.O., or medical group)

_____(street address, city, state, ZIP)

_____(telephone number)

Employee Name (please print):

_____
Employee's Address:
_____

Employee's
Signature_____Date:_____

Physician: I agree to this Predesignation:

Signature:_____Date:_____
(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Title 8, California Code of Regulations, section 9783.
(Optional DWC Form 9783 March 1, 2007)

Purchasing Department
IVC Ordering Procedures

*Office Supply–

- Employees place the order online, an approved PO is required. Purchasing Department will receive an automated message from Office Supply "order for approval". Purchasing department will check for the following:

  1) PO - Approved
  2) Utilization of the proper account number
  3) If items are available in the IVC warehouse

  Purchasing Department will contact buyer if there are any issues that need to be resolved with the above. Once everything is clarified the order will be approved.

- Employee also has the option to fax or e-mail the purchase order to the Purchasing Department, we will then place the order online
- Vendor delivers directly to the department

*Staples -

- Employees have the option to pick up the items directly from Staples, a PO and staples' card are required (card is checked out in the Purchasing Department)
- Employees also have the option to fax or e-mail the PO to the Purchasing Department and we will place an online order at no delivery cost
- Vendor does not deliver to departments, but will deliver to Purchasing Department. Depending on the work-students availability supplies will be delivered to the department. If items are needed right away, the department can pick up items from the Purchasing Department.

*Costco/Home Depot/Sears -

- Employees have the option to pick up the items directly from the vendor, a PO and the vendor's credit card are required (credit card can be checked out in the Purchasing Department)
- Employees also have the option to fax or e-mail the PO to the Purchasing Department and we will pick up the order on Fridays

*Target & Lowes -

- Employees *do not* have the option to pick up items directly from vendor, PO can be faxed or e-mail to Purchasing Department and we will pick up the order on Fridays

*Best Buy & other vendor -

- PO can be faxed to the vendor or fax/e-mail to Purchasing Department and we will fax it to vendor
- Vendor will deliver items through carrier to Purchasing Department
- Purchasing Department will deliver item(s) after being tagged (if required)

Enterprise/Hertz Rental –

- Departments fax their signed approved travel request to the Purchasing Department (5 days in advance of departure date)
- Purchasing Department will place the request online or call Enterprise/Hertz depending on the vehicle size. Enterprise/Hertz will provide a rental confirmation and the information will be e-mailed to the requestor.
- Gas card can be checked out from the Purchasing Department. Vehicle and Gas card can only be release to an IVC employee.

*If a buyer is purchasing a computer or a printer, the buyer is required to go online to the IT website
http://orders.imperial.edu/ the person placing the order is required to enter the account code(s) to charge the order to.

Contact : Betty Kakiuchi –Director of Purchasing/Accounting ext.6368
        Raquel Gonzalez –Purchasing/Receiving Coordinator ext. 6370

7/

Website: http://www.imperial.edu/index.php?pid=122

Welcome back Faculty and Staff:
Technology Training Center Newsletter - August 2010

Adobe Acrobat 9.0 Professional, Easy Grade Pro, Microsoft PowerPoint 2007
Microsoft Excel 2007, Banner Training: Basic Navigation Coming Soon!

The purpose of the Technology Training Center Newsletter is to inform our faculty and staff about upcoming workshop trainings and provide resourceful information to the end user.

* **If you cannot make it to these trainings, please contact me at (760) 355-6189 to schedule an individual appointment**. Thank you.

* **How do I register for the workshops?**
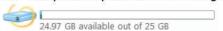
http://ttc.imperial.edu
- **Click on Register Online**
- **Select workshop, fill out the**
  * asterisk fields, then click Submit.

Larry Valenzuela, MPA
Human Resources
Technology Center Technician
(760) 355-6189

Need extra disk space online?

Windows Live—SkyDrive provides 25 Giga bytes of online storage for free.

Sky Drive – Free password protection online storage

24.97 GB available out of 25 GB

Store your files online and access them virtually any web based enabled computer

- **Upload Office documents, pictures**
- **Share folders, setup direct links**
- **Drag and drop files**
- **Edit Permissions and more!**

How do I access the Windows Live Sky Drive account?
Log into your Windows Live account (Hotmail account).

All trainings will be held in the Technology Training Center (Room 1704).

Adobe Acrobat 9.0—Professional— Faculty & staff will learn how to merge files into a PDF document, edit a PDF file, insert, extract, replace, and create an E-portfolio (new), password protect files, add sticky notes or stamps, edit touch up text tool, create fill forms and much more!
Handouts will be provided.

Easy Grade Pro: Faculty and Adjunct Faculty will learn how to import their classroom rosters from WebSTAR into Easy Grade Pro, setup calendar, attendance, add assignments, printout classroom and attendance reports.
Handouts will be provided.

Microsoft PowerPoint 2007 Trainings—Faculty and staff will learn how to create a PowerPoint presentation, add timelines, pictures, links, charts, SmartArt graphics, sounds, themes, and animation into your slide show, setup slide show to add rehearse timings and much more! Handouts will be provided.

Microsoft Excel 2007 Trainings - Faculty and staff will learn how to customize the Office Ribbon, format, add or delete worksheets, insert formulas, review the function library, format data in a spreadsheet, apply an AutoFilter, insert Charts, AutoFormat, insert comments, password protect documents, review print features, import from Access, setup a Pivot Table, create macros and much more! Handouts will be provided.

Workshop Registration—Register soon to reserve a spot. Thank You!

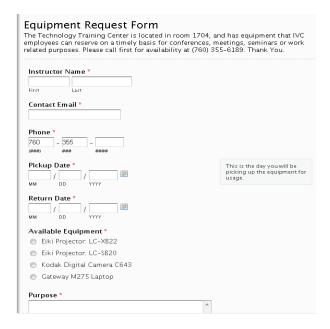| Class	Date	Capacity
Banner Training: Navigation Skills	Monday August 09, 2010 from 09:00 AM to 10:30 AM	8
Banner Training: Navigation Skills	Tuesday August 10, 2010 from 02:00 PM to 03:30 PM	8
Adobe Acrobat 9.0 Pro - Inter.Level	Wednesday August 11, 2010 from 09:00 AM to 10:30 AM	8
Easy Grade Pro	Tuesday August 17, 2010 from 10:00 AM to 11:00 AM	8
Easy Grade Pro	Tuesday August 17, 2010 from 02:00 PM to 03:00 PM	8
Easy Grade Pro	Wednesday August 18, 2010 from 09:00 AM to 10:00 AM	8
Easy Grade Pro	Wednesday August 18, 2010 from 03:00 PM to 04:00 PM	8
Microsoft PowerPoint - Inter. Level	Tuesday August 24, 2010 from 02:00 PM to 03:30 PM	8
Microsoft Excel 2007	Wednesday August 25, 2010 from 10:00 AM to 11:30 AM	8

Need Technology Equipment to checkout?

The Technology Training Center is located in room 1704, and has a laptop, multimedia projector equipment and digital camera(s) that IVC employees can reserve on a timely basis for conferences, meetings, seminars or work related purposes. Please call first for availability at (760) 355-6189. Thank You.

For more information on a list of equipment that can be checked out:

http://www.imperial.edu/index.php?pid=1564

Banner Training: Basic Navigation Skills - Staff will learn how to access Banner, navigate in the Main Menu and use wildcards in the search criteria to narrow your queries to get the results that you want, review functions (key blocks, rollback, queries, next block, previous block, records), review terminology commonly used and exit Banner. Handouts will be provided.

New - Resourceful Technical Support Videos Online:

* **To view step by step videos, visit http://www.imperial.edu/index.php?pid=1056**

* Sample: **How do I access my IVC e-mail account online?**

How do I register for workshops that I want to attend in the Technology Training Center (Room 1704)?

1. Go to http://ttc.imperial.edu/
2. Click on **Register Online**
3. Here you can see what classes are being offered, the date and time
   Click on one of the listed workshops below, for Example: **Banner Training – Basic Navigation Skills**

Class Registration

Below is a list of all classes that are currently open for registration. Click on the class name to proceed.

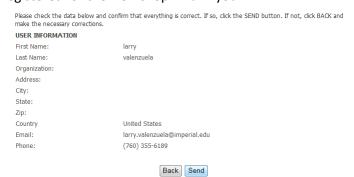| Class	Date	Capacity
Banner - Basic Navigation Skills	Friday May 07, 2010 from 10:00 AM to 11:00 AM	8
Banner - Basic Navigation Skills	Monday May 10, 2010 from 02:00 PM to 03:00 PM	8
Banner - Basic Navigation Skills	Wednesday May 12, 2010 from 10:00 AM to 11:00 AM	8
Banner - Basic Navigation Skills	Friday May 14, 2010 from 01:30 PM to 02:30 PM	8
Banner - Basic Navigation Skills	Wednesday May 19, 2010 from 02:00 PM to 03:00 PM	8
Easy Grade Pro	Friday May 21, 2010 from 02:00 PM to 03:00 PM	8
Easy Grade Pro	Monday May 24, 2010 from 09:00 AM to 10:00 AM	8
Easy Grade Pro	Wednesday May 26, 2010 from 03:00 PM to 04:00 PM	8
Easy Grade Pro	Friday May 28, 2010 from 10:00 AM to 11:00 AM	8

4. Type in your First Name, Last Name, E-mail and Phone #, then click **Send Button**.

(* = required field)
USER INFORMATION

First Name: *	larry
Last Name: *	valenzuela
Email: *	alenzuela@imperial.edu
Confirm Email: *	alenzuela@imperial.edu
Phone: *	(760)355-6189
Comments:	

Send

5. Please check the data below and confirm that everything is correct. If so, click the **SEND button**. If not, click BACK and make the necessary corrections. You will receive an e-mail confirmation that you have successfully registered for the workshop. Thank you.

Please check the data below and confirm that everything is correct. If so, click the SEND button. If not, click BACK and make the necessary corrections.

USER INFORMATION

First Name:	larry
Last Name:	valenzuela
Organization:	
Address:	
City:	
State:	
Zip:	
Country:	United States
Email:	larry.valenzuela@imperial.edu
Phone:	(760) 355-6189

Back Send

Thank you for your cooperation
Sincerely,

Larry Valenzuela
Technology Training Center
Human Resources
(760) 355-6189

Banner Basic Navigation Skills
Training Level Outline Draft

Banner Training – Basic Navigation Skills

What is Banner? Banner is an administrative software application developed specifically for higher education institutions by Sungard higher education. Banner maintains student, financial and personnel data. It consists of six integrated systems: Accounts Receivable, Finance, General, Human Resources, Position Control, and student modules.

Basic Level

1.	**Banner Login:**	What is Banner? How do I login to get access to the Banner webpage? What is my User ID and Password?
2.	**Banner Password Security**	Note: Banner is only accessible from on campus. How do I change my Banner password? How do I request for a new account in Banner? (Call Cheryl).
3.	**Banner Main Menu:**	Note: Banner menus are viewable based on users security access. What does the Banner Main Menu consist of? What does the Banner Menu bar consist of? How do I collapse the menu to see a list of folder objects it contains?
4.	**Banner Forms, Standard Toolbar and Blocks:**	What is a Banner Form? What does the Banner Form Title Bar consist of (form description, name, etc)? What are the elements of a Banner Form Standard Toolbar? What are the buttons (radio buttons, fields, check boxes) of a Banner Form? What block features (key and information blocks) are inside of a Banner Form? What keys (blocks, rollback, query) can I use to navigate inside a Banner Form? How does the horizontal scroll bar or vertical scroll bar work? How do I close a Banner form?
5.	**Banner Short-Cut keys and Screen Settings:**	What short-function keys can I use in the form, window and field? How do I adjust my Screen Settings for best resolution in Banner?
6.	**Banner Data Manipulation**	What is a record? How do I insert a new record, delete, duplicate or save a record?
7.	**Banner Dialog box and Alert box**	What is a dialog box? What is an alert box? What is the status line and auto hint?
8.	**Banner Wildcards**	How do I use Banner wildcards in the search criteria?
9.	**Banner Exit**	How do I exit out of Banner?
10.	**Banner Terminology**	What terminology is commonly used in Banner?
11.	**Banner Bookshelf**	What is Banner Documentation Bookshelf?
12.	**Banner Handout**	Where can I download the Banner Training Basic Navigational Skills Handout?

Adobe Acrobat 9.0 - Professional
Training Level Outline Draft

Adobe Acrobat 9.0 - Professional

Basic Level

1. How do I open or move around the PDF file document? How do I zoom in or out of the PDF document?
2. How do I save a PDF file? How do I convert a Word, Excel or PowerPoint document into a PDF file?
3. How do I do I merge files into a single PDF file?
4. How do I add a bookmark to my PDF file, rename bookmark, delete bookmark?
5. How do I use the Text Tools that allow me to highlight, underline or cross out text in a PDF document?
6. How do I insert pages, extract pages, replace page, and delete PDF files within a document?
7. How do I print my PDF files? How do I print multiple pages per sheet?
8. How do I enable the touch up text tool to type inside my PDF document?

Intermediate Level

1. How do I password protect my PDF file document? How do I attach a file in a PDF document?
2. How do I add or remove a color background in a PDF document?
3. How do I crop, rotate pages, and spilt PDF documents? How do I enable the typewriter to type in the PDF file?
4. How do I change the page layout (portrait or landscape) in my PDF file document?
5. How do I insert a page number, header or footer, and date and time?
6. How do I reduce the file size to make it compatible with other versions of Acrobat?
7. How do I review the navigation panel buttons? How do I see my PDF file in full screen mode?

Advanced Level

1. How do I create a portfolio to insert text, images, and add files such as PNG, JPEG, PDF, HTML, etc. ?
2. How do edit and navigate through the portfolio, view file details, preview selected files?
3. How do I add a layout, header, logo, specify file details, and save a portfolio?
4. How do I add or delete a sticky note to a PDF file?
5. How do I add Sticky Notes or Stamps to my PDF documents?
6. How do I add an action item such as (Open a web link, play a sound, in page properties in my PDF file?
7. How do I add a video tool in my PDF file? How do I create a form using Adobe LifeCycle Designer?

If there is a question that you would like me to address in the **Adobe Acrobat 9.0 - Professional** Trainings, please e-mail me larry.valenzuela@imperial.edu, so that I can address your questions in the trainings.
Thank you for your attention to this request.
Sincerely,
Larry Valenzuela
Technology Center Technician

Easy Grade Pro
Training Level Outline Draft

Easy Grade Pro

Basic Level

1. How do I import my classroom rosters from WebSTAR into Easy Grade Pro?
2. How do I modify my calendar settings to take attendance?
3. How do I configure the attendance categories (Absence, Tardy, etc) to take attendance?
4. How do I add or delete a student? How do I add another class into my grade book?
5. How do I add or delete assignments to my Easy Grade Pro? How do I modify the grading scale?
6. How do I save a copy of my grade book?
7. How do I preview my student or classroom reports before printing them?
8. How do I print out a student progress report, classroom report, attendance report, or assignment report?

Intermediate Level

1. How do I copy class data such as all assignments into another class?
2. How do I lock my grade book with a teacher password? How do I modify the seating chart?
3. How do preview my reports in landscape or portrait mode format?
4. How do I modify a student's name or record? How do I edit the grades in Scale (100% – 50%)
5. How do I modify a class name? How do I add a weight (%) to a category (Hwk, test, quiz, labwork, etc)?
6. How do I do I add a new column to show ID, Total Points Possible, and Overall Grade?
7. How do I take roll call in the seating tab section? How can I print out a single student report?

Advanced Level

1. How can I add student passwords to each student? How do I create reports for students with passwords?
2. How do I add a grid or background color? How can I download a single class e-mail report?
3. How can I create a new folder and add my HTML Easy Grade Pro files onto my website?
4. How can I copy and paste my Student reports in HTML onto my web user account?
5. How can I preview the student progress report on the website?
6. How do I test my existing student progress reports on my website?

If there is a question that you would like me to address in the **Easy Grade Pro** Trainings, please add your questions to this list and forward the word document to my e-mail address larry.valenzuela@imperial.edu, so that I can address them in the trainings.

Thank you for your attention to this request.

Sincerely,

Larry Valenzuela

Technology Center Technician

Microsoft PowerPoint 2007
Training Level Outline Draft

Microsoft PowerPoint 2007

Basic Level

1. How do I customize my Quick Access Toolbar (setup short-cuts)? How do I navigate in the Ribbon interface?
2. How do I open, close, or save a PowerPoint presentation (*.pptx - 2007, *.ppt - 97-2003,*.ppsx –open show?
3. How do I review my presentation views (normal view, slide sorter view, slide show view)? How do I format text?
4. How do I navigate in a presentation (review navigation pane, outline tab, scroll bar)? How do I add bullets?
5. How do I add new slides, duplicate slides, edit slides, arrange slides, and select a layout? How do I align text?
6. How do I select a new slide layout? How do I insert a picture on a slide? How do I add hyperlinks onto my slides?
7. How do I preview my slide show (F5)? How do I print out my slides as handouts and save as PowerPoint Show?

Intermediate Level

1. How do I insert a Photo Album, select an album layout, add a frame shape, remove picture, modify contrast?
2. How do I the format a color background, color themes (color, font, effects), texture?
3. How do I use the page setup (configure my slide orientation to be portrait or landscape mode)?
4. How do I add a slide animation with transition sound or speed into my slide(s)?
5. How do I insert a table, chart, Smart Art, pictures, hyperlinks, and media clips?
6. How do I add an effect to my animation slide(s)? How do I create a photo album into my slides?
7. What short function keys can I use during the slide show presentation (navigate or activate pen pointer)?

Advanced Level

1. How do I insert a shockwave file, movie or sound into my slide show presentation?
2. How do I add a header, footer, date and time or slide number into my slide? How do I translate text?
3. How do I order objects (bring to front, back, group objects (group or ungroup), or add shape objects into slides?
4. How do I create or play a custom slide show? How do I add rehearse timings into my presentations?
5. How do I insert a text box, Word Art, or comment into my slide(s)? How do I change the character direction?
6. How do I utilize the AutoCorrect feature (to replace word with another word)? How do I add action buttons?
7. How do I draw my own objects? How do I a add a Youtube video into my presentation?

If there is a question that you would like me to address in the **Microsoft PowerPoint 2007** Trainings, please add your questions to this list and forward the word document to my e-mail address larry.valenzuela@imperial.edu, so that I can address them in the trainings.
Thank you for your attention to this request.
Sincerely,
Larry Valenzuela
Technology Center Technician

Technology Training Center: Room 1704

Microsoft Excel 2007
Training Level Outline Draft

Microsoft Excel 2007

Basic Level

1. **Getting Started customizing the Office button and Ribbon:** How do I customize the Office button /Quick Access Toolbar and reorder items to be moved up or down and remove the ribbon? How do I create or save a spreadsheet / worksheet? How do I customize the Auto Save feature and Auto Correct? How do I enable the developer tab? How do I run the Office diagnostics? How do I pick from a drop down list?
2. **Modifying worksheets:** How do I rename a worksheet? How do I move or copy a worksheet? How do I insert or delete rows and columns? How do I adjust the row height or columns widths? How do I freeze areas of a worksheet? How do I add conditional formatting (data bars, color scales and icon sets)?
3. **Basic Formatting Data and Charts:** How do I format the alignment of data in cells? How do I merge cells? How do I insert a table with columns and rows? How do I create and insert formulas? How do I insert a Chart? How do I change the workbook view to zoom in or out? How do I add gridlines to my spreadsheet? How do I print gridlines and headlines into my Excel document? How can I add a filename or page number? How do I change the page layout orientation to be landscape or portrait mode?

Intermediate Level

1. **Working with Formulas:** How do I use the AutoSum functions (Sum, Average, Count Numbers, Min, Max, etc)? How do I show formulas? How do I trace precedents or dependents? How do I zoom in and out?
2. **Using AutoFormat & Smart Graphics?:** How do I use the AutoFormat feature? How do I rotate text to a diagonal angle or vertical orientation? How do I find and replace data? How do I insert a picture, Smart Graphic, text box, or header and footer? How do I change the page layout orientation to be landscape or portrait mode?
3. **Freeze Pane rows and columns:** How do I freeze pane a row or column? How do I convert a sheet to PDF file?

Advanced Level

1. **Using Filters:** Learning to filter data by category, sort data by A-Z or Z-A, etc.
2. **Creating Pivot Tables:** How do I create Pivot Tables or a Pivot Table Report to summarize data?
3. **Importing files into Excel:** How do I import from a Microsoft Access table into my Excel worksheet?
   Password Protect your Excel files: How do I protect my worksheet to be password protected?
4. **Creating Macros:** Learn to record a macro (record a series of steps that will automate your tasks much quicker).

If there is a question that you would like me to address in the **Microsoft Excel 2007** Trainings, please send your questions to my e-mail address larry.valenzuela@imperial.edu, so that I can address them in the trainings.
Thank you for your attention to this request.
Sincerely,
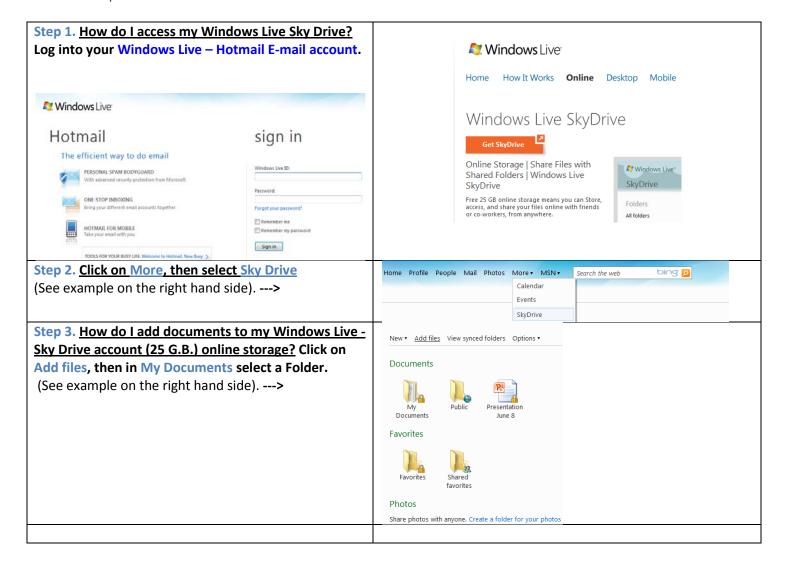Larry Valenzuela, Technology Center Technician

Windows Live – Sky Drive Handout

Sky Drive – Free password protection online storage
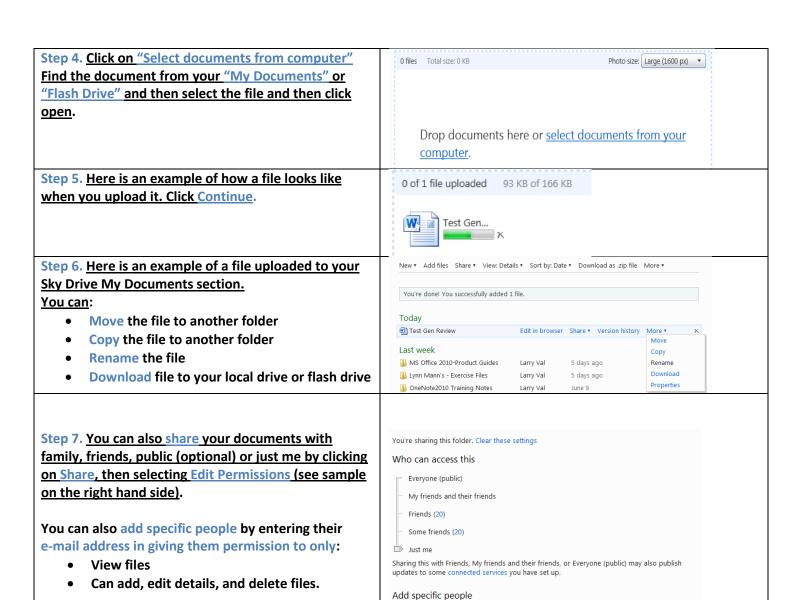
24.97 GB available out of 25 GB

1. **What is Windows Live Sky Drive?** Free 25 GB online storage means you can store, access, and share your files online with friends or co-workers, from anywhere. With 25 GB of free, password-protected online storage, you've got the freedom to share large photos, files, and documents. You set the passwords and you decide who sees what, so you have confidence that your data is in your control.

2. **Personal Folders:** Store your files online and access them with virtually any Web-enabled computer or mobile device—whether it's yours, a friend's, or a public computer.
   Drag and Drop Files: Uploading content is as easy as dragging and dropping the files from your computer onto the Web.

3. **Share Folders:** Working on a project with classmates, co-workers, or family? With shared folders, the whole crew can upload, download, and collaborate with you on documents and other files.

4. **Direct links:** Each folder on SkyDrive has a unique Web address, so you can save the link as a favorite or copy-and-paste it into e-mail or other documents for direct access.

Step 1. <u>**How do I access my Windows Live Sky Drive?**</u> **Log into your Windows Live – Hotmail E-mail account.**	
Step 2. <u>**Click on More, then select Sky Drive**</u> (See example on the right hand side). **--->**	
Step 3. <u>**How do I add documents to my Windows Live - Sky Drive account (25 G.B.) online storage?**</u> **Click on Add files, then in My Documents select a Folder.** (See example on the right hand side). **--->**	

Step 4. <u>Click on</u> "Select documents from computer" <u>Find the document from your</u> "My Documents" <u>or</u> "Flash Drive" <u>and then select the file and then click open.</u>	0 files Total size: 0 KB Photo size: Large (1600 px) ▼ Drop documents here or select documents from your computer.
Step 5. <u>Here is an example of how a file looks like when you upload it. Click</u> Continue<u>.</u>	0 of 1 file uploaded 93 KB of 166 KB [W] Test Gen… ✕
Step 6. <u>Here is an example of a file uploaded to your Sky Drive My Documents section.</u> <u>You can</u>: • **Move** the file to another folder • **Copy** the file to another folder • **Rename** the file • **Download** file to your local drive or flash drive	New ▾ Add files Share ▾ View: Details ▾ Sort by: Date ▾ Download as .zip file More ▾ You're done! You successfully added 1 file. Today 📄 Test Gen Review Edit in browser Share ▾ Version history More ▾ ✕ Move Last week Copy 📄 MS Office 2010-Product Guides Larry Val 5 days ago Rename 📄 Lynn Mann's - Exercise Files Larry Val 5 days ago Download 📄 OneNote2010 Training Notes Larry Val June 9 Properties

Step 7. <u>You can also</u> share <u>your documents with family, friends, public (optional) or just me by clicking on</u> Share<u>, then selecting</u> Edit Permissions <u>(see sample on the right hand side)</u>.
 	
You can also add specific people <u>by entering their e-mail address in giving them permission to only</u>:
 	
• **View files**
• **Can add, edit details, and delete files.**
 	
Note: Click Save to update changes
	You're sharing this folder. Clear these settings
	Who can access this
	― Everyone (public)
	― My friends and their friends
	― Friends (20)
	― Some friends (20)
	⌐ Just me
	Sharing this with Friends, My friends and their friends, or Everyone (public) may also publish updates to some connected services you have set up.
	
	Add specific people
	Enter a name or an e-mail address: Select from your contact list
	[ ]
	
	☑ "David"con carino y amor
		Can view files ▼ |
		                                                Can view files
		                                                Can add, edit details, and delete files
		[Save] [Cancel]

Step 8. <u>How do I drag and drop photo files into my Sky Drive account?</u> Click on Photos, <u>then</u> Create an Album, <u>then click on</u> Add Photos, <u>then you can</u> drag and drop photos <u>to the middle area or select photos from your computer, then click</u> Continue. <u>See sample below.</u>

Step 9. <u>You can also view a slide show of your pictures</u>.

Add photos Create folder Slide show Share ▾ View: Thumbnails ▾ Sort by: Date ▾ More ▾

You're done! You successfully added 1 file.

A dock at sunset on White Sands Island in the Maldives.

Step 10. <u>How do I exit out of my Sky Drive account?</u> On the right hand side, click on Sign Out.

profile | sign out

Imperial Valley College e-mail instructions on how to access your IVC e-mail account online:

Step 1. **How do I access my IVC e-mail account online?** **First, go to your windows desktop and double click on one of your web browsers (Internet Explorer 7.0 or Mozilla Firefox 3.6)?**

Step 2. **On the web address, you will type http://www.imperial.edu then press enter to go into the Imperial Valley College website.**

Step 3. **Click on the Faculty and Staff tab.**

Step 4. **Click on the Microsoft Outlook Web Access link**

Step 5. **In domain/username text field you will type your username – for example: firstname.lastname@imperial.edu for example -> larry.valenzuela@imperial.edu Then, in password, you will type your alpha-numeric password, then click Log on. If you forget your password, please contact Cheryl Waddell (760) 355-6350 at Information Systems to unlock your password if your account gets locked out.**

How can I view a technical support video online that shows me step by step instructions on "How to access my IVC e-mail account online"?

Step 1. First, you need to download the free Flash Player 10.1 version at http://get.adobe.com/flashplayer/ , scroll to the middle with your cursor and uncheck the box (Free Google Toolbar – optional), then click Agree and Install Now.

Step 2. Second, click close on the information bar dialog box that appears.

Step 3. Position cursor on the yellow bar that says "This website wants to install the following add-on: Adobe DLM from Adobe Systems…right click- and select Install ActiveX Control.

Step 4. You may be presented with a series of User Account Control dialog boxes. For each of these, click "Continue" or "Install", as appropriate.

Step 5. Click Install

Note: You will be redirected to a confirmation page once the download and installation is complete. Installation should take less than a minute with a broadband connection.

Step 6. Place a check box on "I've read and agree to the terms of the license agreement, then click Install.

Then click DONE.

See screen shot on the right hand side as sample.

Step 7. Once you have successfully installed the Adobe Flash Player on your computer or laptop, go to your web browser and type in this web address www.imperial.edu then press enter.

Step 8. Click on the
Faculty and Staff Tab.

Step 9. Scroll down and on the left hand side, click on Technology Training Center

Step 10. Scroll down and on the left hand side, click on Technical Support Videos.

Step 11. Click on the #2 Video to show you – "How to access the IVC e-mail account online?"

Technical Support Training Videos
2010-2011

1. New! – How do I log into WebSTAR?
2. New! – How do I access the IVC e-mail account online?

Step 12. Example of online video

Welcome to Imperial Valley College

WebSTAR Faculty Handbook

For Technical Support, please contact:

Larry Valenzuela

Human Resources

(760) 355-6189

How do I access my IVC WebSTAR account?

Step 1. Go to the IVC website: http://www.imperial.edu

Step 2. Click on the **(Student Portal) link**

Step 3. Login Instructions:

In the IVC ID text box: type in your Social Security Number or user ID (also known as the G number) Sample: G00348500 provided by the Instruction office or Human resources office.

In the PIN text box: for First-Time Users, if you've never logged into WebSTAR or the Student Portal your first PIN is your 6-digit birth date in mmddyy order. For example - (August 4, 1990) you will type 080490.

After logging in you may access WebSTAR by clicking the **WebSTAR button** in the top menu. **The first time you access WebSTAR, you will be asked to change your PIN. The PIN you choose will be your permanent login PIN.**
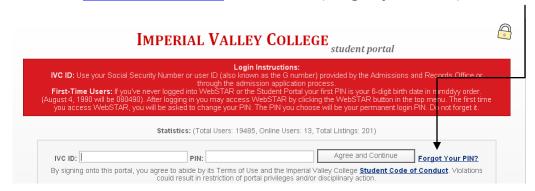

How will my screen look when I access the main menu?

You will always have access to the Personal Information Menu.
Faculty will have access to the Faculty & Advisory Menu.
Faculty members who are students will also see the Student Menu.

<u>If you forget your PIN, how do I access my security question to help me remember my PIN?</u>
Go to the IVC website: <u>www.imperial.edu</u> click on link (**Forgot your PIN?**).

<u>How do I recover PIN using my security questions?</u>
Click on the <u>First tab</u> labeled **(Recover PIN using Security Question)** In the IVC ID text box:
Type in your G#   Sample: G00348500 then click **Retrieve Security Question button**
You will then type in the security answer, then press

<u>How do I recover PIN using my personal information?</u>
Click on the <u>Second tab</u> labeled **(Recover PIN using Personal Information)**
In the text boxes, type in your G#   Sample: G00348500
Type Date of Birth (YYYY-MM-DD) and Last 4 digits of SS# then click on **Recover Pin button**.
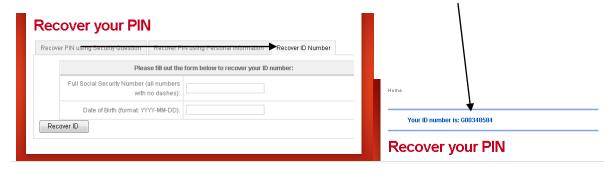The PIN will be displayed at the top **highlighted in blue**.

How do I recover my ID Number?

Click on the <u>third tab</u> labeled **(Recover ID Number)**

In the text boxes, type in your full social security number with no dashes, then type your Date of Birth (YYYY-MM-DD) then click on **Recover ID button**.

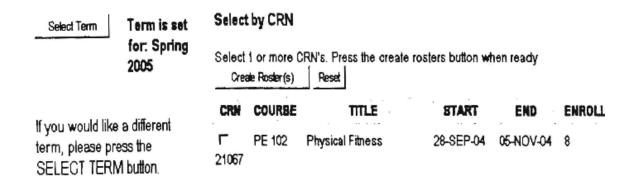The **ID Number** will be displayed at the top, **highlighted in blue**.

Recover your PIN

| Recover PIN using Security Question | Recover PIN using Personal Information | Recover ID Number |

Please fill out the form below to recover your ID number:

| Full Social Security Number (all numbers with no dashes): | |
| Date of Birth (format: YYYY-MM-DD): | |

Recover ID

Home

Your ID number is: G00348584

Recover your PIN

How do I print my Opening Day Roster and my Add Authorization Codes?

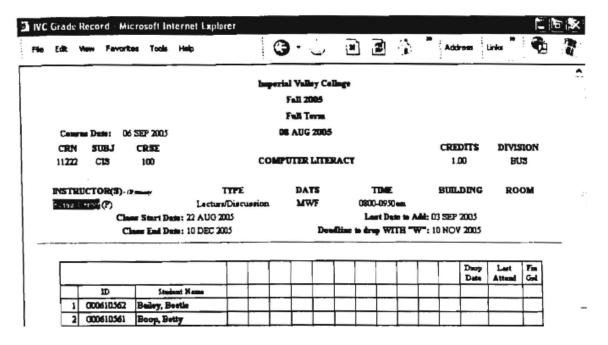Admissions will no longer print Opening Day Rosters for instructors. You do it yourself.

- Click on Faculty & Advisors Menu which will take you to the Faculty Services Page.
- Click on Roster Selection Menu
- Select a Term Fall 2009 and Submit
- Select one or more CRN's
- Press the Create Roster(s) button
- Configure Margins (To see directions for configuring margins click the link on the Rosters page)
- Print

Rosters

Select Term | Term is set for: Spring 2005

Select by CRN

Select 1 or more CRN's. Press the create rosters button when ready

Create Roster(s) | Reset

If you would like a different term, please press the SELECT TERM button.

CRN	COURSE	TITLE	START	END	ENROLL
☐ 21067	PE 102	Physical Fitness	28-SEP-04	05-NOV-04	8

What will my classroom roster(s) look like?

The first page(s) will consist of your classroom roster and the last page will have the add authorization codes to add students to your roster at your discretion.

IVC Grade Record - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help   Address   Links

Imperial Valley College

Fall 2005

Full Term

Census Date: 06 SEP 2005   08 AUG 2005

CRN	SUBJ	CRSE		CREDITS	DIVISION
11222	CIS	100	COMPUTER LITERACY	1.00	BUS

INSTRUCTOR(S) - (Primary)	TYPE	DAYS	TIME	BUILDING	ROOM
(P)	Lecture/Discussion	MWF	0800-0950am		

Class Start Date: 22 AUG 2005   Last Date to Add: 03 SEP 2005
Class End Date: 10 DEC 2005   Deadline to drop WITH "W": 10 NOV 2005

	ID	Student Name												Drop Date	Last Attend	Fin Gel
1	0006110562	Bailey, Beetle														
2	0006110561	Boop, Betty														

Add Authorization Codes: Sample Copy.

Imperial Valley College

Fall 2005

Full Term

Census Date: 06 SEP 2005   10 AUG 2005

CRN	SUBJ	CRSE		CREDITS	DIVISION
11221	POLS	102	AMERICAN GOV & POLITICS	3.00	BSS

INSTRUCTOR(S) - (Primary)	TYPE	DAYS	TIME	BUILDING	ROOM
White, Kevin (P)	Lecture/Discussion	M	0250-0600pm	200	208

Class Start Date: 22 AUG 2005   Last Date to Add: 03 SEP 2005
Class End Date: 10 DEC 2005   Deadline to drop WITH "W": 10 NOV 2005

Add codes are valid through the Last Date to Add.

Add Authorization Codes

Auth#	Student Name	Date
3994		
8849		
7701		

What information is available in the Excel Download?
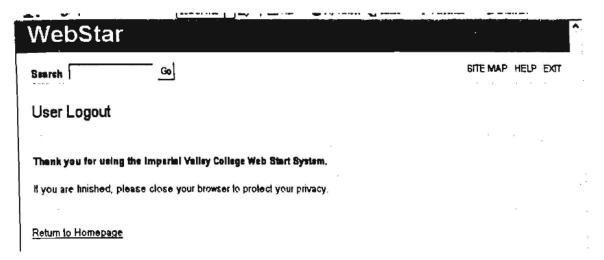   Student ID
    Student Name
    Student Major
    Student Class Standing
    Student Phone
    Student Email
    Student Registration Sequence

How do I exit out of the Web Star Self Service? Click the **Exit** Button. For security reasons, please exit out of your web browser (Internet Explorer, Netscape, or Mozilla).

WebStar

Search [   ] Go   SITE MAP HELP EXIT

User Logout

Thank you for using the Imperial Valley College Web Start System.

If you are finished, please close your browser to protect your privacy.

Return to Homepage

More information will be provided by the Admissions Office by e-mail.

Human Resources:
Banner Web Time Entry
View Leave Balances

Welcome to WebSTAR – Banner Web Time Entry - View Leave Balances:

Introduction: Welcome to Web Time Entry – Leave Balances

The Banner Human Resources System provides Electronic Approvals of Time Entry to support all faculty and staff who are required to report time worked and/or exception time taken. The following is a guide on how to access WebSTAR and how to view current leave balances. Welcome to WebSTAR: Web Time Entry Viewing Leave Balance. This guide is designed to provide you with information you need to successfully navigate in WebSTAR and view your current leave balances.

In addition, the IVC WebSTAR system is a secure way for you to see your personal information. By simply logging onto WebSTAR you and only you will have access to your information. From anywhere in the world, at any time, you will be able to access your personal information.

1. **How do I login to get access to WebSTAR?**

   ● Double click on your windows desktop Internet web browser: Internet Explorer or Mozilla Firefox
   ● For Macs, use Safari or Mozilla Firefox web browser.

   2. To Access WebSTAR from the Imperial Valley College home page: Go to http://www.imperial.edu and click on the right hand side logo **Student Portal**.
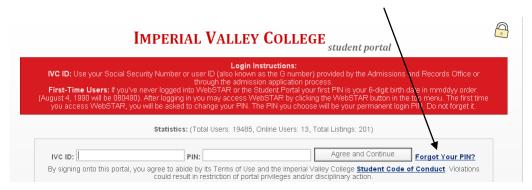

   3. **What is my IVC ID and PIN?** In the IVC ID (Identification) text box, type in your G# for example: G00348500 or your social security number, and in the PIN (textbox) type your six-digit birth date, mmddyy. For example, **090771** then click **Agree and Continue**. All PINs are initially set to your six-digit birth date when you are hired. If you forgot your PIN, click on the **Forgot Your Pin link** and follow the instructions to recover your PIN.

4. If you forget your PIN, how do I access my security question to help me remember my PIN? Go to www.imperial.edu then click on Student Portal link on the right hand side, then scroll down and in the middle click on link (**Forgot your PIN?**).
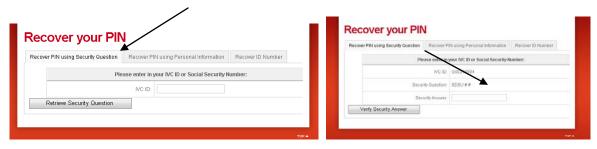

5. How do I recover my PIN using my security question?
   Click on the First tab labeled **(Recover PIN using Security Question)** In the IVC ID text box: Type in your G#   Sample: G00348500
   then click **Retrieve Security Question button**
   You will then type in the security answer, then press

6. **How do I recover my PIN using my personal information?**
   Click on the Second tab labeled **(Recover PIN using Personal Information)**
   In the text boxes, type in your G#   Sample: G00348500 Type Date of Birth (YYYY-MM-DD) and Last 4 digits of SS# then click on **Recover Pin button**.
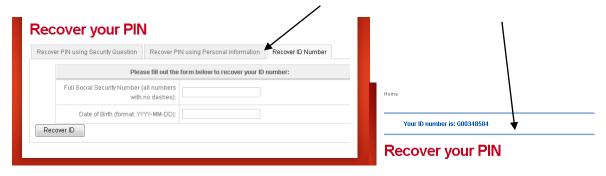   The PIN will be displayed at the top **highlighted in blue**.

7. **How do I recover my ID Number?**

   Click on the third tab labeled **(Recover ID Number)**
   In the text boxes, type in your full social security number with no dashes, then type your Date of Birth (YYYY-MM-DD) then click on **Recover ID button**.
   The **ID Number** will be displayed at the top, **highlighted in blue**.

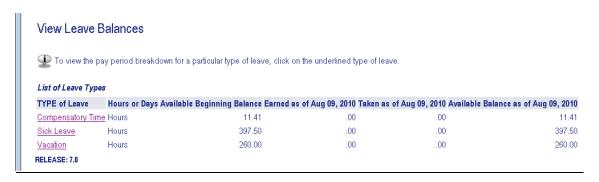8. **Click - WebSTAR button.**

9. Click - Employee link.

10. How do I view my current leave balances in WebSTAR online?
Click - **Time off Current Balances and History.**

11. Below is a list of leave times: Compensatory Time, Sick Leave Time, and Vacation Time. To view the pay period breakdown for a particular type of leave, click on the underlined type of leave (see sample below). **Note: The leave balances shown below are current as of June 15, 2010.**

View Leave Balances

To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Aug 09, 2010	Taken as of Aug 09, 2010	Available Balance as of Aug 09, 2010
Compensatory Time	Hours	11.41	.00	.00	11.41
Sick Leave	Hours	397.50	.00	.00	397.50
Vacation	Hours	260.00	.00	.00	260.00

RELEASE: 7.0

12. **Note: If there is no activity by you in WebSTAR for 30 minutes, your web session will timeout.** See sample below.

❌ 30 minute inactivity caused web session timeout.

User ID: G00348500
PIN: [   ]

[Login]   [Forgot PIN?]

13. **How do I exit out of WebSTAR?** Click on **Exit**.

Imperial Valley College - WebSTAR

Personal Information   Student Services   Faculty Services   Employee   Main Menu

Search [   ] [Go]

RETURN TO MENU   SITE MAP   HELP   **EXIT**

14. **Who do I contact for help?**

Faculty:
For questions regarding the Web Time Entry - view leave balances, please contact Sheila Dorsey-Freeman in Human Resources at ext. 6413 or sheila.freeman@imperial.edu

Staff:
For questions regarding the Web Time Entry - view leave balances, please contact Martha P. Garcia in Human Resources at ext. 6208 or marthap.garcia@imperial.edu

For technical support regarding how to use and navigate in WebSTAR, please contact Larry Valenzuela in the Technology Training Center at ext. 6189 or larry.valenzuela@imperial.edu

15. **How do I access the technical support video to view my current leave balances in WebSTAR online?** The video is located in the Technology Training Center website: Go to www.imperial.edu then click on **Faculty and Staff link tab**, then scroll down and on the left hand side, click on the **Technology Training Center link,** then click on **Technical Support Videos**, then click on the link that say's **"How do I view my current leave balances in WebSTAR"?** **See sample below.**

16. **Where can I download the Web Time Entry - Leave Balances Handout in PDF format?** Go to www.imperial.edu, then click on **Faculty and Staff link tab**, then scroll down and on the left hand side, click on the **Technology Training Center link**, and then click on the link that say's **"Web Time Entry – Leave Balances Handout"** or go to the Human Resources website, by clicking on the **Faculty and Staff link**, then click on **Human Resources**, then on the left hand side click on the link that says **"Leave Balances Handout"**.