IMPERIAL VALLEY COLLEGE
Academic Year 2011 - 2012

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

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**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
Welcome Back Agenda

8:00 - 9:00
Continental Breakfast, visit tables, pre-tax plan info, pick-up parking permit, I.D. pictures will be taken, etc.
Slide show with new staff photos

9:00 – 10:00
Welcome & Updates
President’s Update - Dr. Victor Jaime
Budget /Construction - John Lau /Rick Webster
Accreditation – Kathy Berry
Benefits – Travis Gregory
IT projects – Todd Finnell

10:15 – 12:30
Division /Department Meetings:
2725 Arts & Letters (English, Communications, and Languages)
810 Behavioral and Social Science
2722 Economic and Workforce Development (includes AJ/POST/Fire)
1502 Learning Services
2734 Nursing & Allied Health/Science, Mathematics & Engineering
Others – in assigned office spaces, see your supervisor

12:30 – 2:00
Lunch & Raffle Prize drawings
(Faculty seniority drawing at 1:45 in 2734)

2:00 – 3:00
Union Meetings
CSEA: Room 2131
CTA: Room 2734
DATE: August 15, 2011

TO: ALL FULL-TIME FACULTY & CLASSIFIED STAFF

FROM: Victor Jaime, Ed.D.
Interim Superintendent/President

SUBJECT: STANDING COMMITTEE ASSIGNMENTS FOR 2011-2012

As we enter a brand new academic year, Academic Senate President Eric Lehtonen, College Council President Jessica Waddell, 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 the chair of the committee and they will submit the request.

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

Attachment
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 ERIC LEHTONEN AT eric.lehtonen@imperial.edu or Ext. 6522. The faculty appointments to the committees are subject to the ratification by the Academic Senate.

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PLEASE SEE
SHARED GOVERNANCE PLANNING PROCESS
2009-2010
PROPOSED FLOW CHART ON NEXT PAGE
Committee recommendations will be forwarded in the direction as the arrow indicates. The rule of thumb is to have items that are subject to the Academic Senate’s agreement or approval acted on first by the Academic Senate before being acted on by the College Council. College Council only makes recommendations to the Superintendent/President. All committees responsible for resource plans will send recommendations to both the Academic Senate and the College Council for review at the same time.
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**  Eric Lehtonen (7/1/11-6/30/12)  
**Vice President**  James Patterson  
**Treasurer**  Norma Nuñez  
**Secretary**  Frank Rapp  
**Representing**  Name  
Adjunct Faculty Rep  Vacant  
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  Melanie 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 PETITIONS COMMITTEE**

*(Meeting time on an as needed basis)*

**Purpose**

The function of the Admissions, Registration and Petitions Committee is to interpret and administer state regulations and college policies on admission, registration, graduation, and student records. Action will be taken on student petitions for exceptions to policies and procedures. 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.
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
TBA, Recording Secretary

Faculty
Bruce Marcuson  Alex Cozzani
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

Administrators
Kathy Berry
Jan Magno

Classified
Bertha Ortega
David Poor

CMCA
Dawn Chun

2 students-appointed by ASG

BASIC SKILLS COMMITTEE
(Meeting time: 4th Wednesday of each month)

Purpose
The mission of the Basic Skills Committee for Imperial Valley College is to find ways to increase student success and retention rates in basic skills classes involving reading, writing, ESL, and math; to increase student skill levels in these areas so that students are better prepared for their academic and career goals; to provide training for IVC instructors so that they can better understand and teach basic skills students; and to generally support best practices to achieve these ends.

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, Faculty Representative from Math, Faculty Representative from reading, Faculty Representative from writing, Faculty Representative from ESL, Faculty Representative from Career Technical, Faculty Representative from a non-basic skills discipline, Representative from counseling, English Department Chair, Math Department Chair, VP of Academic Services, Instructional Support Assistant and any other faculty who wishes to participate.

Members
Frank Rapp, Basic Skills Coordinator
Betsy Riehle, Faculty Representative for Math
David Zielinski, Faculty Representative for writing
Deirdre Rowley, Faculty Representative for Reading
Eric Lehtonen, Math Department Chair
Frank Miranda, Faculty Representative for Career Technical
BUDGET AND FISCAL PLANNING 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;  
Two CMCA Representatives  
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  
Vacant, Faculty Representative  
Jan Magno, Administrative Rep.  
Carlos Fletes, Director of Fiscal Services

Marilyn Boyle, Classified Representative  
Yethel Alonso, Classified Representative

Bill Gay, CMCA Representative  
Marilyn Boyle, CMCA Representative (Alternate)

Eric Lehtonen, Academic Senate President  
Jessica Waddell, College Council Chair
Kathy Berry, VP Academic Services (non-voting)

1 student-appointed by ASG

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 will be an ex-officio member.
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.

Jessica Waddell (Chair), CMCA Representative
Daniel Gilison, Faculty Representative (Vice Chair)
Paula Saldana, Recording Secretary

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

Faculty Representatives:
Martha Garcia
Daniel Gilison

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)

Victor Jaime, 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
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.
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
Susan Moss
Jane Higginson,
Rick Castrapel
Faculty Alternates: Laura Mosier
Aaron Edwards
Glenn Swiadon

Classified
Yethel Alonso
Rhonda Ruiz

CMCA
1 student and 1 alternate - appointed by ASG
CURRICULUM COMMITTEE (Appointed)
(Meeting time: 1st & 3rd Thursday at 3:05 P.M.)

Purpose

The Curriculum Committee shall serve in an advisory capacity to the Academic Senate by developing policy recommendations which the Board of Trustees have elected to "rely primarily" on the advice and judgment of the Academic Senate, and for which the Curriculum Committee shall provide policy recommendations and procedures are:

1. Curriculum, including establishing prerequisites and placing courses within 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 Committee for formulating policy recommendations and procedures to the Academic Senate.

The Curriculum Committee shall also serve in an advisory capacity to the Academic Senate and the Chief Executive Officer, as 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 Committee shall 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 Committee for formulating policy recommendations and procedures to the Academic Senate and the Chief Executive Officer.

Composition

The voting members shall be the Chief Instructional Officer (CIO) (Co-Chair); Academic Senate Representative (Co-Chair); Department Chairpersons; Distance Education Coordinator; Disabled Student Programs and Services Director; Counseling Representative; Articulation Officer; Assistant Librarian; and Associated Student Government Representative.

The consulting members shall be the Division Deans; Basic Skills Coordinator; Vice President for Student Services; Director of Admissions and Records; Matriculation Director; Child, Family and Consumer Sciences Director; Transfer Center Director; Non-Credit Coordinator; and SLO Coordinator.

The Curriculum Committee members shall attend all Curriculum meetings or send their representative.
Members

Kathy Berry, Co-Chair
James Patterson, Co-Chair
Dixie Krimm, Recording Secretary

Voting Members

Tina Aguirre, Nursing and Allied Health/Public Safety Department Chair
Kathy Berry, Chief Instructional Officer (Co-Chair)
Krista Byrd, Behavioral Science Department Chair
David Drury, Exercise Science/Wellness/Sport Department Chair
Daniel Gilison, Science Department Chair
Carol Hegarty, Humanities Department Chair
Michael Huemann, English Department Chair
Kseniya Kareva, ESL Department Chair
Carol Lee, Articulation Officer
Eric Lehtonen, Mathematics/Engineering Department Chair
Jose Lopez, Industrial Technology Department Chair
Norma Nava, Disabled Student Programs and Services Director
Norma Nunez, Counseling Representative
James Patterson, Academic Senate Representative (Co-Chair)
Valerie Rodgers, Business Department Chair
Jose Ruiz, World Languages and Speech Communication Department Chair
Bruce Seivertson, Social Science Department Chair
Joe Trejo, Associated Student Government Representative
Cathy Zazueta, Assistant Librarian
David Zielinski, Distance Education Coordinator

Consultants

Tina Aguirre, Dean of Health and Public Safety
Gloria Carmona, Director of Admissions and Records
Ted Cesar, Dean of Counseling
Alfredo Cuellar, Dean of Behavioral and Social Sciences
Becky Green, Child, Family and Consumer Sciences Director
Jan Magno, Interim Vice President for Student Services
Carol Lee, Transfer Center Director
Brian McNeece, Dean of Arts and Letters
Norma Nunez, Matriculation Director
Toni Pfister, SLO Coordinator
Frank Rapp, Basic Skills Coordinator
Taylor Ruhl, Dean of Learning Services and Instructional Technology
Efrain Silva, Dean of Economic and Workforce Development
Lianna Zhao, Dean of Science/Math/Engineering
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, Chair, Lisa Cross, Co-Chair
Yethel Alonso, Recording Secretary

**Faculty**
Frank Miranda
Maria Esquer
Myriam Fletes
Ricardo Pradis
Susan Moss

**CMCA**
Sheila Dorsey-Freeman
Martha Sanchez

**Classified**
Erika Aguilar
Yethel Alonso
Lisa Cross
Toni Gamboa

**Students**
Mary Ann Smith
Patty Robles
Mike Nicholas

**Administrators**
ASG, Student Representative
Todd Evangelist
Victor Jaime, 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
David Zielinski, 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

Ex Officio: Dean of Learning Services and Instructional Technology (email from Taylor Ruhl)

Email from Taylor Ruhl:
I also recommend that a representative of the new Instructional Technology Department to be an ex officio member by appointment of the Dean.
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
Tim Nakamura, Chair
Gina Madrid, Recording Secretary

Faculty
Andrew Chien
Alex Cozzani
Hope Davis
Jim Fisher
Richard Fitzsimmons
Russell Lavery
Frank Miranda
Marco Morales
James Patterson

Deidre Pollock
Judy Santistevan
Jean Stroud
Jill Tucker
Jack Williams

Classified
John Abarca
Miriam Trejo

CMCA
Becky Green
Rick Webster

Administrators
VP, Kathy Berry

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
Eugenia Maciel, 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
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
1. Celeste Armenta
2. Roberta Bemis
3. Judy Cormier
4. Julie Craven
5. Donna Davis
6. Hope Davis
7. Romano Dominguez-Sanchez
8. Alejandro Garza
9. Walid Ghanim
10. Caroline Krejci
11. Nancy Lay
12. Craig Luoma
13. Don Martini
14. Charles Mason
15. Brian McNeece
16. Tom Paine
17. Edward Scheurell
18. Mardjan Shokoufi
19. Josefina Ponce
20. Robin (Yvonne) Paine
21. Scott Simpson
22. Frank Hoppe
23. Cathy Zazueta
24. Terry Norris

Classified
1. Larry Valenzuela
2. Josue Verduzco
1 Student – Appointed by ASG

- No service dates for current members (Same individuals have been members for years)
- No designated term limits for member positions
- Composition of committee indicates an indefinite number of faculty representing various disciplines.

**MARKETING COMMITTEE**
Bill Gay, Chair
Rosanna Lugo, Recording Secretary
Frances Beope
Todd Evangelist

**Policies and Procedures Review Committee**
(The committee meets the 2nd and 4th Wednesday of every month.)

**Purpose**
The *Policies and Procedures Review Committee* is a task force to review all board policies and administrative procedures for accuracy, clarity, and currency.

**Structure**
- Student Services Representative - ASG Representative
- Academic Services Representative - CSEA Representative
- Business Services Representative - CTA Representative
- Human Resources Representative

**Members**

**Administration**
Jan Magno, Student Services Representative (Chair)
Kevin White, Academic Services Representative
John Lau, Business Services Representative
Travis Gregory, Human Resources Representative

**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, and 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 Subcommittee.

**Members**

*Sergio Lopez, Chair*  
*Saria Cardoza, Recording Secretary*

**Faculty**

Betsy Reihle  
Carey Fristrup  
Jeffrey Beckley  
Krista Byrd  
Lorraine Mazeroll  
Robert Baukholt  
Rosalie Lopez  
Terry Norris

**Classified**

Gail Parish  
Claudia M. Aguilar  
Maria Trejo  
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 Gillson
Mary Lofgren
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
- Instructional technology
- Administrative computer system (i.e. SCT Banner)
- System architecture and network services

Composition
*Todd Finnell, Co-Chair*
*Jim Fisher, Co-Chair, Faculty Member (Appointed by the Academic Senate)*
*Adriana Sano, 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:

<table>
<thead>
<tr>
<th>Administrators</th>
<th>Faculty</th>
<th>CMCA</th>
<th>Classified</th>
<th>ASG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Berry</td>
<td>Jim Fisher</td>
<td>Angie Gallo</td>
<td>Michael Boyle</td>
<td>Josafet Trejo</td>
</tr>
<tr>
<td>Vacant</td>
<td>Mary Jo Wainwright</td>
<td>Linda Amidon</td>
<td>Martha Olea</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Alternate)</td>
<td></td>
<td>Larry Valenzuela</td>
</tr>
<tr>
<td>Vacant</td>
<td>David Zielinski</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Consultants (No Voting Rights): Michael Heumann, Jan Magno, Andres Martinez, Jeff Cantwell
Ad Hoc Committees dealing with specific issues will be appointed by the Technology Council, from the following:

**Administrators**
Kathy Berry
Sergio Lopez

**Faculty**
Craig Blek
Samuel David
Van Decker
Dolores Diaz
Tom Gilbertson
Todd Hansink
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

CHARTERED CLUBS:
FOR A CURRENT LIST OF CHARTERED CLUBS, PLEASE CONTACT STUDENT AFFAIRS AT EXT. 6456
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, 2011. This information is for official use only.

Please Print or Type

Name: ____________________________________________________________

(First) (Middle) (Last)

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: Faculty & Staff
FROM: Susana Enriquez, Payroll Coordinator
DATE: August 18, 2011
RE: 2011 – 2012 Pay Dates

Payments

Payments will be issued as follows:

**Regular Pay Dates:**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31, 2011</td>
<td>February 29, 2012</td>
</tr>
<tr>
<td>September 30, 2011</td>
<td>March 30, 2012</td>
</tr>
<tr>
<td>October 31, 2011</td>
<td>April 30, 2012</td>
</tr>
<tr>
<td>November 30, 2011</td>
<td>May 31, 2012</td>
</tr>
<tr>
<td>December 16, 2011</td>
<td>June 29, 2012</td>
</tr>
</tbody>
</table>

**Supplemental Payments:**

Supplemental payments will be issued as follows: (for anything not received by the 15th of the month deadline)

<table>
<thead>
<tr>
<th>July 7, 2011</th>
<th>January 10, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 10, 2011</td>
<td>February 9, 2012</td>
</tr>
<tr>
<td>September 10, 2011</td>
<td>March 9, 2012</td>
</tr>
<tr>
<td>October 10, 2011</td>
<td>April 6, 2012</td>
</tr>
<tr>
<td>November 10, 2011</td>
<td>May 10, 2012</td>
</tr>
<tr>
<td>December 9, 2011</td>
<td>June 8, 2012</td>
</tr>
</tbody>
</table>

Paychecks and paycheck stubs can be picked up in the Human Resources Department on payday from **10:00 am – 5:00 pm.** All remaining paychecks and paycheck stubs that are not picked-up on payday will be mailed out the following workday.

Direct Deposit

If you have direct deposit, your pay will be deposited on the above dates for the 2011 – 2012 fiscal year. If you would like to learn more about direct deposit feel free to contact me.

If you have any questions and/or concerns, please do not hesitate to contact me at (760) 355-6237. Thank you.
Memorandum

To: IVC Employees

From: Travis Gregory, Associate Vice President for Human Resources

Date: August 18, 2011

Subject: Your IVC benefits

Most of you are aware that we’ve undergone some significant changes to benefits coordination here at IVC this past year. Our first plan year with the ICSVEBA is nearly finished and on October 1, 2011 we will transition from First Health back to Anthem Blue Cross. Current employee and family information will automatically be transferred to Anthem Blue Cross and enrolled. So, if nothing has changed, then you won’t have to do anything. If you do need to make changes, then these updates will need to take place during the current open enrollment now through September 30, 2011. New insurance cards will be mailed out to the address that you have on file about ten (10) days prior to October 1, 2011. Our dental and vision plans remain unchanged.

The Board of Trustees has ratified agreements for certain IVC employees to begin contributing $600.00 annually towards the cost of insurance coverage (the CSEA negotiations processes has not concluded). As an option to assist with those contributions, those interested in a separate Pre-Tax Medical Premium Plan can visit with a representative from American Fidelity on campus August 15 – 19, 2011. Additionally, the benefits and payroll coordinators will be working with ICOE to explore other payroll deduction options to assist in making these contributions.

As regular IVC employee, you will continue to receive a variety of communications, documents, and forms. There is a second benefits update meeting scheduled for September 8, 2011 at 10:00 am in room 2734. The ICSVEBA board has made some changes to the plan that result in increases in costs to both the individual employee and the District, along with some plan enhancements. If you can’t make the meeting, we will be recording it and posting it on the Benefits website. You can find the recording and a variety of benefits information 24/7 on the IVC Benefits website (http://www.imperial.edu/faculty-and-staff/human-resources/for-employees/benefits/), or by contacting HR Specialist, Martha Sanchez at 760-355-6210. Additionally, the ad hoc Insurance Committee will continue to meet during the academic year and you’re welcome to attend or contact your representative to offer feedback.

Thank you for your continued patience as we enter the final transition stages of this new plan while balancing recent national healthcare reform changes.
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 Blue Cross of CA Prudent Buyer Provider Network

## COMPREHENSIVE

<table>
<thead>
<tr>
<th>Service</th>
<th>In-Network</th>
<th>Out-of-Net</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member Pays</strong></td>
<td><strong>Member Pays</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Physician Office Visit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td>$15 copay</td>
<td>50%+Ded</td>
</tr>
<tr>
<td>Specialty</td>
<td>$30 copay</td>
<td>50%+Ded</td>
</tr>
<tr>
<td><strong>Preventive Care</strong></td>
<td>None</td>
<td>50%+Ded</td>
</tr>
<tr>
<td><strong>Diagnostic X-Ray &amp; Lab Tests</strong></td>
<td>None</td>
<td>50%+Ded</td>
</tr>
<tr>
<td>(if not related to surgery)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Care</strong></td>
<td>$75 copay</td>
<td>$75 copay</td>
</tr>
<tr>
<td>(copay waived if admitted)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Urgent Care</strong></td>
<td>$30 copay</td>
<td>50%+Ded</td>
</tr>
<tr>
<td><strong>Individual Deductible</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(major medical services)</td>
<td>$500 (3x max)</td>
<td>$700 (3x max)</td>
</tr>
<tr>
<td><strong>Coinsurance</strong></td>
<td>20%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Coinsurance Limit</strong></td>
<td>$2,000 (3x max)</td>
<td>$6,000 (3x max)</td>
</tr>
<tr>
<td><strong>Ambulance Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground &amp; Air combined</td>
<td>20%+Ded + $500</td>
<td>20%+Ded</td>
</tr>
<tr>
<td>(up to $19,000 per incident)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inpatient Facility Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20%+Ded</td>
<td>50%+Ded + $500</td>
</tr>
</tbody>
</table>

---

**Envision Rx**

**Prescription Drug Coverage**

<table>
<thead>
<tr>
<th>Service</th>
<th>Annual Deductible</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic / Preferred / Non-Preferred</strong></td>
<td>$5 / $20 / $35</td>
<td>90 day supply for one copay</td>
</tr>
<tr>
<td><strong>Mail order through Orchard</strong></td>
<td></td>
<td>90 day supply for one copay</td>
</tr>
<tr>
<td><strong>Generic's only through Wal-Mart &amp; Costco</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ICSVEBA Medical Benefits Administered by Delta Health Systems
Utilizing the Blue Cross of CA Prudent Buyer Provider Network

**COB**

<table>
<thead>
<tr>
<th>Service</th>
<th>Member Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Office Visit</td>
<td>70%</td>
</tr>
<tr>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>Specialty</td>
<td>70%</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>None In Network</td>
</tr>
<tr>
<td>Diagnostic X-Ray &amp; Lab Tests</td>
<td>70%</td>
</tr>
<tr>
<td>(if not related to surgery)</td>
<td></td>
</tr>
<tr>
<td>Emergency Care</td>
<td>70%</td>
</tr>
<tr>
<td>(copay waived if admitted)</td>
<td></td>
</tr>
<tr>
<td>Urgent Care</td>
<td>70%</td>
</tr>
<tr>
<td>Individual Deductible</td>
<td>70%</td>
</tr>
<tr>
<td>(major medical services)</td>
<td></td>
</tr>
<tr>
<td>Coinsurance</td>
<td>70%</td>
</tr>
<tr>
<td>Coinsurance Limit</td>
<td>70%</td>
</tr>
<tr>
<td>(excludes deductible and copays)</td>
<td></td>
</tr>
<tr>
<td>Ambulance Services</td>
<td>70%</td>
</tr>
<tr>
<td>Ground &amp; Air combined</td>
<td></td>
</tr>
<tr>
<td>(up to $19,000 per incident)</td>
<td></td>
</tr>
<tr>
<td>Inpatient Facility Services</td>
<td>70%</td>
</tr>
</tbody>
</table>

**Envision Rx**

**Prescription Drug Coverage**

<table>
<thead>
<tr>
<th>Annual Deductible</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic / Preferred / Non-Preferred</td>
<td>$5 / $20</td>
</tr>
<tr>
<td></td>
<td>$35</td>
</tr>
</tbody>
</table>

**LA NUEVA FRONTERA**

<table>
<thead>
<tr>
<th>Service</th>
<th>Member Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Office Visit</td>
<td>$5 copay</td>
</tr>
<tr>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>Specialty</td>
<td>$5 copay</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>$5 copay</td>
</tr>
<tr>
<td>Diagnostic X-Ray &amp; Lab Tests</td>
<td>$1,000/ cal year</td>
</tr>
<tr>
<td>(if not related to surgery)</td>
<td></td>
</tr>
<tr>
<td>Emergency Care</td>
<td>$10 copay</td>
</tr>
<tr>
<td>(copay waived if admitted)</td>
<td></td>
</tr>
<tr>
<td>Urgent Care</td>
<td>N/A</td>
</tr>
<tr>
<td>Individual Deductible</td>
<td>None</td>
</tr>
<tr>
<td>(major medical services)</td>
<td></td>
</tr>
<tr>
<td>Coinsurance</td>
<td>100%</td>
</tr>
<tr>
<td>Coinsurance Limit</td>
<td>N/A</td>
</tr>
<tr>
<td>(excludes deductible and copays)</td>
<td></td>
</tr>
<tr>
<td>Ambulance Services</td>
<td>0</td>
</tr>
<tr>
<td>Ground (up to $2,000)</td>
<td></td>
</tr>
<tr>
<td>Air-Stateside only (up to $19,000 per incident combined with Ground)</td>
<td>N/A</td>
</tr>
<tr>
<td>Inpatient Facility Services</td>
<td>0</td>
</tr>
</tbody>
</table>

* Stateside Coverage Only available in a Medical Emergency

**Prescription Drug Coverage**

<table>
<thead>
<tr>
<th>Annual Deductible</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic</td>
<td>$5</td>
</tr>
</tbody>
</table>
### ICSVEBA Medical Benefits Administered by Delta Health Systems
**Utilizing La Nueva Frontera Mexico and Blue Cross of CA Prudent Buyer Networks**

#### COMPREHENSIVE + FRONTERA

<table>
<thead>
<tr>
<th>Service</th>
<th>In-Network</th>
<th>Stateside Out of Net</th>
<th>Mexico In Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member Pays</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physician Office Visit</strong></td>
<td>$15 copay</td>
<td>50%+Ded</td>
<td>$5 copay</td>
</tr>
<tr>
<td>Primary</td>
<td>$30 copay</td>
<td>50%+Ded</td>
<td>$5 copay</td>
</tr>
<tr>
<td>Specialty</td>
<td>None</td>
<td>50%+Ded</td>
<td>$5 copay</td>
</tr>
<tr>
<td><strong>Preventive Care</strong></td>
<td>None</td>
<td>50%+Ded</td>
<td></td>
</tr>
<tr>
<td><strong>Diagnostic X-Ray &amp; Lab Tests</strong></td>
<td>None</td>
<td>50%+Ded</td>
<td>$1000/ cal year</td>
</tr>
<tr>
<td>(if not related to surgery)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Care</strong></td>
<td>$75 copay</td>
<td>$75 copay</td>
<td>$10 copay</td>
</tr>
<tr>
<td>(copay waived if admitted)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Urgent Care</strong></td>
<td>$30 copay</td>
<td>50%+Ded</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Individual Deductible</strong></td>
<td>$500</td>
<td>$700</td>
<td>None</td>
</tr>
<tr>
<td>(major medical services)</td>
<td>(3x max)</td>
<td>(3x max)</td>
<td></td>
</tr>
<tr>
<td><strong>Coinsurance</strong></td>
<td>20%</td>
<td>50%</td>
<td>0</td>
</tr>
<tr>
<td><strong>Coinsurance Limit</strong></td>
<td>$2,000</td>
<td>$6,000</td>
<td>Copays &amp; Amounts over spec. benefit limit</td>
</tr>
<tr>
<td>(excludes deductible and copays)</td>
<td>(3x max)</td>
<td>(3x max)</td>
<td></td>
</tr>
<tr>
<td><strong>Ambulance Services</strong></td>
<td>20%+Ded</td>
<td>80%+Ded</td>
<td>0</td>
</tr>
<tr>
<td><strong>Ground &amp; Air Combined</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(up to $19,000 per incident)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inpatient Facility Services</strong></td>
<td>20%+Ded</td>
<td>50%+Ded+ $500</td>
<td>0</td>
</tr>
<tr>
<td><strong>Envision Rx</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prescription Drug Coverage</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Envision Rx Prescription Drug Coverage**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Member Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Generic/Preferred/Non-Preferred</strong></td>
<td>$5/$20/$35</td>
</tr>
<tr>
<td>Mail order through Orchard</td>
<td></td>
</tr>
</tbody>
</table>
Supplemental Life Insurance - Standard Life

Underwritten by The Standard Insurance Company, this program offers up to $500,000 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 $100,000 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.

Long Term Care - UNUM

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 grandparent with very affordable rates (subject to medical underwriting acceptance).

### 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.

<table>
<thead>
<tr>
<th></th>
<th>Comprehensive Plan</th>
<th>Basic Plan</th>
<th>Catastrophic Plan</th>
<th>La Nueva Frontera</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>$500 / $1,500</td>
<td>$750 / $2,250</td>
<td>$1,000 / $3,000</td>
<td>None</td>
</tr>
<tr>
<td><strong>Plan Maximums</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Acute Treatment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AB 88 Diagnoses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Outpatient</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Inpatient*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Co-payments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Private Sessions</strong></td>
<td>$15 copay</td>
<td>$15 copay</td>
<td>$15 copay</td>
<td>0</td>
</tr>
</tbody>
</table>

*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 and paid for by your District. Coverage is on a guaranteed issue basis during the enrollment period.

<table>
<thead>
<tr>
<th>Insured Employee Coverage</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Face Life Amount</strong></td>
<td>$10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accidental Death and Dismemberment</strong></td>
<td>$10,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VOLUNTARY BENEFITS
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.

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 Blue Cross. 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

SATORI WORLD MEDICAL

Satori World Medical is a payor-supported, employer-sponsored, consumer-choice global healthcare network which provides individuals, employers and payors with world-class healthcare, excellent client service and significant financial benefit. Satori is the first global healthcare network specifically designed to deliver high quality healthcare services, share the tremendous cost savings with plan sponsors and their employees and coordinate all medical travel services for individuals who need care.

Typically the cost for a major surgical procedure is 40-80% less than that of the US, in international hospitals that rival top US Institutions, staffed with equal or higher quality doctors, and with no-out-of-pocket expense to the patient.

BENEFIT COST WORKSHEET

<table>
<thead>
<tr>
<th>12thly Premiums shown do not reflect District contribution</th>
<th>Comprehensive</th>
<th>COB</th>
<th>Frontera</th>
<th>Comprehensive + Frontera</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE Only</td>
<td>$494.65</td>
<td>$422.93</td>
<td>$238.54</td>
<td>$499.77</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$895.03</td>
<td>$748.18</td>
<td>$390.95</td>
<td>$900.16</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$784.31</td>
<td>$655.62</td>
<td>$342.59</td>
<td>$788.80</td>
</tr>
<tr>
<td>EE + Family</td>
<td>$993.66</td>
<td>$844.17</td>
<td>$537.92</td>
<td>$998.79</td>
</tr>
</tbody>
</table>

| Holman Mental Health/EAP (100% Employer Paid)            | $16.54*      | $16.54* | $16.54* | $16.54*                 |

| Basic Life and AD&D: $10k (100% Employer Paid)          | $1.70        | $1.70   | $1.70   | $1.70                   |

* Reflects actual rate. Billed rate for Holman is $14.91
# IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>CARRIER / ADMINISTRATOR</th>
<th>GROUP / POLICY NUMBERS</th>
<th>PHONE NUMBERS &amp; WEBSITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICAL PPO - TPA View your claims &amp; benefits online</td>
<td>Delta Health Systems</td>
<td>712</td>
<td>Member Services: 800.422.6099 ext. 1712</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.deltahealthsystems.com">www.deltahealthsystems.com</a></td>
</tr>
<tr>
<td>PPO PROVIDER NETWORK - CA (Must choose a network)</td>
<td>Blue Cross of CA Prudent Buyer</td>
<td>712</td>
<td>Member Services: 800.422.6099 ext. 1712</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.bluecrossca.com">www.bluecrossca.com</a></td>
</tr>
<tr>
<td>MEXICO PROVIDER NETWORK</td>
<td>La Nueva Frontera</td>
<td>712</td>
<td>Frontera: 760-429-2878 <a href="http://fronterainternacional.blogspot.com/p/contact-us.html">http://fronterainternacional.blogspot.com/p/contact-us.html</a></td>
</tr>
<tr>
<td>PHARMACY MANAGEMENT</td>
<td>Envision Rx</td>
<td>712</td>
<td>Member Services: 800.361.4542</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.envision.rx.com">www.envision.rx.com</a></td>
</tr>
<tr>
<td>Mail Order Prescription Drug Program</td>
<td>Orchard</td>
<td>712</td>
<td>Customer Service: 866-909-5170</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.orchardrx.com">www.orchardrx.com</a></td>
</tr>
<tr>
<td>BASIC LIFE and AD&amp;D DEPENDENT LIFE (if applicable)</td>
<td>Symetra Life Insurance Co.</td>
<td>01-015024-00</td>
<td>Member Services: Contact your District Office to file a claim</td>
</tr>
<tr>
<td>MENTAL HEALTH &amp; EAP</td>
<td>The Holman Group</td>
<td>ICSVEBA</td>
<td>Member Services: 800.321.2843</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.holmangroup.com">www.holmangroup.com</a></td>
</tr>
<tr>
<td>24hr NURSE HOTLINE</td>
<td>Delta Health Systems SHPS - Delta Teamcare</td>
<td>712</td>
<td>Member Services: 866.440.3470</td>
</tr>
<tr>
<td>MANAGING FOR TOMORROW: Disease Management Maternity Management</td>
<td>Delta Health Systems SHPS - Delta Teamcare</td>
<td>712</td>
<td>Member Services: 800.784.9298</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.dhsdirect.com">www.dhsdirect.com</a></td>
</tr>
<tr>
<td>VOLUNTARY LIFE INSURANCE</td>
<td>Standard Life</td>
<td>ICSVEBA</td>
<td>Member Services: 800.843.7979</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOLUNTARY LONG TERM CARE</td>
<td>Unum Provident</td>
<td>522828</td>
<td>Member Services: 800.227.4165</td>
</tr>
<tr>
<td>General questions concerning claims or administrative issues</td>
<td>HUB International Insurance Services Inc</td>
<td></td>
<td>TOLL FREE 800-633-2683 Aira Kato, ext. 7623 Jennifer Lawson, ext. 7633</td>
</tr>
</tbody>
</table>
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."
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.

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.

*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.
**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.**
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 Vice President 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.
NON-EMERGENCY TREATMENT FACILITIES

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

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

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

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

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

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

George C Fareed MD
(760)337-1000
Family Practice
1503 N Imperial Ave Ste 201
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)
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:

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

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.
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 physician 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)
Outgoing mail must have department name:
Outgoing IVC mail is required to have a department name either printed or written on the envelope. This is essential in order to ensure that the right departments are charged for postage.

Mail pick-up:
Monday through Friday all outgoing mail is picked up on campus between 11:30 am and 1:00 pm. Mail is postmarked and sorted between 1:00 pm and 2:45 pm. Mail is delivered to the Imperial Post Office at 3:00 pm. Mail that is delivered to the mailroom after 2:30 pm will be processed for delivery on the next business day.

Bulk Mail:
When planning a bulk mail-out, please inform the mailroom as soon as possible. We need to ensure that there is enough postage in our account to cover the cost.

· When processing a bulk mail-out, make sure that the appropriate permit is included on the envelopes of the material to be mailed.
· Bulk mail-out must be counted, sorted, and accompanied by an appropriate bulk mail form.
· If you have a large mailing (30 or more pieces), the pieces need to be sorted by city or zip code.
· When delivering a package for shipping, please make sure that the package has been properly sealed and labeled.

PERSONAL MAIL:
· It is inappropriate to use the district mail services for personal use.
· Please refrain from using the district mail services to ship or receive personal mail.
· The district will not be responsible for lost or late personal mail.
TO: Faculty & Staff
FROM: Rick Webster, Director
DATE: August 16, 2011
RE: Inter-Office Mail

Inter-Office Mail:

· When sending inter-office mail, be sure to include the name of the department in which the recipient works.

· Do not use new clasp envelopes, letterhead envelopes, or new plain envelopes for inter-office use.

· Please give all extra inter-office envelopes to the mail clerk or leave them in the mailroom.

· Please recycle clasp envelopes (or other large mailing envelopes) you receive in the mail for inter-office use.

· If inter-office envelopes are needed, call the Maintenance Department at ext. 6371.
TO: Faculty & Staff
FROM: Rick Webster, Director
DATE: August 16, 2011
RE: FedEx & UPS

---

**FedEx & UPS:**

- The cut-off time to call in a pick up for FedEx packages is 2:30 pm. If this deadline is not met, you will need to deliver the package directly to the FedEx Office.

- FedEx will only pick up at the Maintenance Office.

- Account Codes to be charged must be included with all packages to be sent out via FedEx or UPS.

- FedEx & UPS services will only be provided for College business related material.

- All packages to be mailed out must be labeled, sealed and ready to send upon its delivery to the IVC mailroom.
**Purchasing Department**
**IVC Ordering Procedures**  8/18/2011

*Office Supply–*

- Buyer places 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 - Approval
  2) Utilization of the proper account number
  3) If items are available through IVC warehouse

  Purchasing Department will contact buyer if there are any issues that need to be resolved with the above. Once everything is clarified or corrected the order will be approved; buyer will receive an order confirmation from Office Supply

- Buyer also has the option to fax or e-mail the purchase order to the Purchasing Department then order will be placed online
- Vendor delivers order directly to each department

*Staples -*

- Buyer has the option to pick up the items directly from vendor, a PO and staples’ card are required (card is checked out at the Purchasing Department)
- Buyer also has the option to fax or e-mail the PO to the Purchasing Department then the order will be placed online. Staples offers free delivery
- Vendor does not deliver to departments, but will deliver to the Purchasing Department. Depending on the Purchasing Department personnel’s availability supplies will be delivered to the departments. If items are needed right away, departments can pick up items from the Purchasing Department.

*Costco/Home Depot/Sears/Wal Mart*

- Buyer has 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 at the Purchasing Department)
- Buyer also has the option to fax or e-mail the PO to the Purchasing Department and order will be picked up on Fridays and delivered to buyer

*Target & Lowes -*

- Buyer **does not** have the option to pick up items directly from vendor, PO can be faxed or e-mail to the Purchasing Department and order will be picked up on Fridays and delivered to the buyer

*Best Buy & other vendors-*

- Buyer can faxed PO to the vendor or fax/e-mail to the Purchasing Department and order will be faxed to the vendor
- Vendor will deliver items through carrier to the Purchasing Department
- Purchasing Department will deliver item(s) after they have been tagged (if required)

**Enterprise/Hertz Rental –**

- Departments fax their signed approved travel request to the Purchasing Department (5 working 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, the buyer is required to go online to the IT website* [http://imperial.campushp.com/](http://imperial.campushp.com/) a FOAPAL -Budget account(s) is required.

Contact:  Betty Kakiuchi –Director of Purchasing/Accounting ext.6368  
Raquel Gonzalez –Purchasing/Receiving Coordinator ext. 6370
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](http://www.imperial.edu)

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

![Image of the IVC website](image)

**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.

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**Imperial Valley College - WebSTAR**

Welcome, Larry Valescu, to WebSTAR Last web access on Aug 03, 2010 at 06:27 pm

- Activate your IVCC Debit Card
- Schedule Changes
- Counseling and Financial Aid Appointments
- Financial Aid funds and refunds

**Student Services Menu**
- Complete an application for admission, Register for classes, Display your class schedule, View your holds, Display your grades & transcripts.

**Faculty & Advisers Menu**
- Display student information, Display your class list, Enter grades, Process registration overrides, Process a student's registration, Display your security setup.
If you forget your PIN, how do I access my security question to help me remember my PIN?

Go to the IVC website: www.imperial.edu click on link (Forgot your PIN?).

How do I recover PIN using my security questions?

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

How do I recover 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.
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

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.
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.

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

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

Select by CRN

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

Create Roster(s) Reset

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>TITLE</th>
<th>START</th>
<th>END</th>
<th>ENROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PE 102</td>
<td>Physical Fitness</td>
<td>28-SEP-04</td>
<td>05-NOV-04</td>
<td>8</td>
</tr>
<tr>
<td>21067</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

### Imperial Valley College

**Fall 2006**

**Full Term**

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>CREDIT</th>
<th>Type</th>
<th>DATE</th>
<th>TIME</th>
<th>BUILDING</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1122</td>
<td>CS103</td>
<td>1.00</td>
<td>Lecture/Recitation</td>
<td>MW</td>
<td>09:00-09:50am</td>
<td>203</td>
<td>200</td>
</tr>
</tbody>
</table>

**Course Dates:**

- **Start Date:** 08 SEP 2005
- **End Date:** 08 AUG 2006

**Instructor(s):**

- White, Kevin (P)

**Additional Information:**

- **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 Authorization Codes: Sample Copy.

#### Imperial Valley College

**Fall 2006**

**Full Term**

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<th>BUILDING</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1124</td>
<td>WATS</td>
<td>1.00</td>
<td>Lecture/Recitation</td>
<td>M</td>
<td>02:30-03:20pm</td>
<td>203</td>
<td>200</td>
</tr>
</tbody>
</table>

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- **Deadline to Drop WITH "W":** 10 NOV 2005

Add codes are valid through the Last Date to Add.

<table>
<thead>
<tr>
<th>Authorization Codes</th>
<th>Student Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>30994</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8849</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7701</td>
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</table>