Imperial Valley College



ECONOMIC AND WORKFORCE DEVELOPMENT

Staff meeting

Thursday, July 22, 2010

9:00 AM, Room 1101

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| **Members Present:**Efrain Silva, Economic and Workforce Dev DeanPatricia Robles, Economic and Workforce Dev Admin SecretaryVicky Figueroa, Economic and Workforce Dev Student Services TechVal Rodgers, Business Department ChairMaria Sell, Business Staff SecretaryFrances Arce-Gomez, Industrial Technology Staff SecretaryMelisa Vasquez, HUD & WIA CoordinatorAnalisa Veliz, WIA Office Assistant | **Members Not Present**Joe Espinoza, Student Services Student Employment SpecialistJose Lopez, Industrial Technology Department ChairJorge Guluarte, Industrial Technology Tool Room TechnicianJesse Ruelas, Industrial Technology Tool Room TechnicianMirella Cital, Extended Campus Student Services RepGabriel Gonzalez, Extended Campus Student Services TechnicianMartha Garcia, B-GREEN Coordinator Karina Mancillas, B-GREEN and WIA TIIP Case ManagerSusie Luna, B-GREEN Staff Secretary Jesus Fidel Hernandez, WIA SET Faculty CoordinatorRicardo Jimenez, WIA Electronic Repair Faculty CoordinatorJaneth Coronel, WIA Case ManagerCecilia Garcia, WIA Case ManagerNorma Santana, WIA Budget Technician |

**Minutes**

1. **Call to Order**

The meeting was called to order by Efrain Silva by 3:00 pm.

1. **Introductions**

Janeth Coronel was introduced as the new WIA Case Manager for Diesel, Electronics, and SET. Melisa Vasquez was introduced as the HUD Coordinator; HUD is a grant that helps new and existing businesses with loans, customer service trainings, and the Next Level class.

Efrain Silva asked Jose Lopez to tell Ricardo Jimenez and Jesus Fidel Hernandez to attend these minutes. He asked Jesse Ruelas to alternate with Jorge Guluarte.

1. **Approval of Minutes**

M/S/C Joe Espinoza/Janeth Coronel to approve the minutes of February 1, February 3, and March 5, 2010.

1. **Announcements**

Campus Re-Organization

Efrain Silva explained the new 6-dean structure. Our new division name is Economic and Workforce Development. Faculty will now work directly under a dean. Joe Espinoza will be moving to Student Services, although Efrain Silva and Patty Robles both think the Student Employment Specialist should remain in Economic and Workforce Development.

Special Projects Coordinator

Efrain Silva announced that a Special Projects Coordinator was approved. This will be a faculty position to coordinate the administrative part of the grants; faculty coordinators will still coordinate the technical parts. A Master’s Degree will be required. Beginning next week Melisa Vasquez will be 50% HUD and 50% Special Projects Coordinator until the position is filled, which may take up to two months. Patty Robles asked if Gonzalo Huerta could be the Special Projects Coordinator. There was approval to hire a WIA Office Assistant beginning July 1st.

1. **Extended Campus**

The Calexico campus was temporarily moved to the main campus due to the earthquake. On Tuesday they will reopen the Calexico campus.

When the El Centro campus closed, the Extended Campus budget was reduced by about $1.7 in faculty salaries. Next year each academic department will budget for the extended campus courses. Extended Campus will remain in Economic and Workforce Development, rather than moving to Student Services. The Calexico campus contract was renewed thru June 30, 2011. The plan is to remain in Calexico in the future, but perhaps in a new location. Parking seems to be a major issue.

1. **Community Services**

Vicky Figueroa will continue to do payroll and final grades for community services. A CPR class has been scheduled for the summer. Command Spanish and ASL have been scheduled for the fall.

1. **CTEA/Perkins Grant**

There is a meeting scheduled for Monday, May 10th at 12:30 pm. Patty Robles announced that the 1st and 2nd Quarter Reports were approved and the 3rd Quarter has been submitted. The 10-11 CTEA Local Application will be submitted this month.

1. **Apprenticeship Programs**

The four new apprenticeship programs were approved by C&I and by Region 10, now pending Chancellor’s Office approval. The OSHA class will be added to the Electrical Trades certificate program, which will only affect the non-apprentice students taking the ELTT 101-104 classes. Patty Robles announced that the P2 report was submitted.

1. **Program Reviews**

Efrain Silva announced that the program reviews that were submitted will be taken to the Board this summer.

1. **Applied Sciences Expo**

Joe Espinoza said that over 500 students attended the Expo. Patty Robles mentioned that there is a time conflict with the Expo being from 10-1 and K-12 students having to be back on their campus by lunchtime. Efrain Silva will bring this up at a Board of Supervisors meeting. Joe Espinoza said the landing of the helicopter during the hours of the Expo, instead of before the start of the Expo, was a last minute decision due to a small issue that was encountered, however, it turned out to be a success because the students enjoyed watching it land.

1. **WIA Grants**

An audit will be conducted and has been extended to some time at the end of May.

Efrain Silva said that there may be another round of funding in 10-11 for maybe Diesel, Electronics, and Protective Services. The Protective Services training was good, but has not provided many jobs yet. Jose Lopez said he knew of many companies interested in hiring Diesel students.

A graduation ceremony is being organized by Patty Robles and Janeth Coronel to be held in Room 2131 for the Diesel, Electronics, and SET students.

1. **Project BGREEN**

Martha Garcia will continue to coordinate Project BGREEN.

1. **SB70**

SB70 is a state grant channeled through IVROP. Externships were made available to faculty, but there were no takers. The externships are to be related to the course material in their industry. Funds will be utilized for CalPASS.

1. **HUD**

Melisa Vasquez explained that there are five components to HUD: 1) the Next Level class, which about 15 students attended; 2) the Customer Service Academy; 3) The Mystery Shopper Program, where over 30 companies have become involved; 4) Business Resource Centers, where computers are available at each chamber of commerce for business owners; and 5) Workshops, which are open to all businesses.

Dixie Krimm is currently in charge of the HUD budget, but eventually it will be passed over to Vicky Figueroa.

1. **Other**

Summer 2010

We will be on a 4/10’s schedule this summer.

Tool Room

Jesse Ruelas said that there is an issue with ordering tools from Home Depot because since several campus departments shop there, we hit the limit quickly and sometimes cannot order until invoices are paid. He announced that we received a $5,000 credit increase. He also announced that there are not enough meters since regular classes and WIA classes both need to use them.

1. **Next Meeting**

The next meeting will be on Friday, August 12, 2010 at 9:00 am in Room 1101.

1. **Adjourn**

The meeting was adjourned at 11:00 am by Efrain Silva.