

Imperial Valley College

ECONOMIC AND WORKFORCE DEVELOPMENT

SECRETARIES' MEETING

Thursday, September 27, 2012 9:00 am, 1704 EWD Conference Room

Members Present:	Members Not Present
Frances Arce-Gomez	Maria Eugenia Maciel
Lency Lucas	
Sandie Noel	
Patricia Robles	
Rhonda Ruiz	
Maria Sell	
Efrain Silva	
Analisa Veliz	
Guest: Omar Ramos	

Unadopted Minutes

1. Call to Order

The meeting was called to order at 9:05 am by Efrain Silva.

2. Approval of Minutes of August 23, 2012

M/S/C Frances Arce-Gomez/Sandie Noel to approve the minutes as revised.

3. Posting Minutes on Website – Training by Omar Ramos

Efrain Silva requested that minutes from 11-12 and 12-13 be uploaded to the EWD website by the end of October.

Omar Ramos provided a brief training on uploading documents through the new system. He said the old website will be permanently deleted on October 15th.

Procedures for uploading are as follows: Go to www.imperial.edu, click login, go to Courses & Programs, go to Economic and Workforce Development, go to Division Documents, click submit file, click browse, select file, make sure Approved and Published are checked.

All files should be saved under a specific naming structure. Patty Robles will email the naming structure that should be used.

Joomla! is the new content management system used for editing web content. Patty Robles will email the instructions that were sent by Omar.

4. Spring 2013 Schedule & Classroom Changes

The Business Department is in need of a classroom that can accommodate adding machines, since the 900 Building will no longer be used. A temporary solution is to either allow Business to use the 900 classroom for one more semester, or to move the furniture to a classroom in another building.

The Child Development Department is in need of a classroom with sinks.

The 900 Building will no longer be used for classrooms beginning in the spring 2013. The 500 Building will no longer be used for classrooms beginning in the summer 2013. There are some classrooms available in the remodeled 400 Building.

Several secretaries asked if classrooms could be designated to specific departments. Some secretaries said that the classrooms they scheduled their classes in were changed by the Instruction Office.

Spring book orders are due by the end of October.

5. Faculty Absences

There was discussion on the current process for getting informed on faculty absences. A sample form was provided to keep track of faculty absences, substitutes, and the paperwork that is required. There was confusion on whose responsibility this was. Efrain Silva said he would bring written procedural instructions to the next meeting. Patty Robles will revise the sample form that Tina Aguirre provided.

6. Lottery Funds

A list of departments and their current allocated lottery funds was provided. Efrain Silva said that there is an additional \$147,000+ available in carry-over from last year. Child Development and Water Treatment Systems both requested funds for instructional supplies. Efrain Silva will share these requests at today's Instructional Council meeting.

7. Other

Requests to Hire

Efrain Silva reported that the Request to Hire process has changed. Requests are now to be made through the service desk under the Human Resources option.

8. Next Meeting – Thursday, October 25, 2012, 9:30 am, 1704 EWD Conference Room

9. Adjourn

The meeting was adjourned at 10:05 am by Efrain Silva.