



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT

SECRETARIES' MEETING

Tuesday, May 30, 2013
9:00 am, 1704 EWD Conference Room

<u>Members Present:</u>	<u>Members Not Present</u>
Frances Arce-Gomez Vicky Figueroa Rhonda Ruiz Sandie Noel Patricia Robles, Recorder Efrain Silva, Chair Analisa Veliz	Lency Lucas

Unadopted Minutes

1. Call to Order

The meeting was called to order at 9:35 am by Efrain Silva.

2. Approval of Minutes of April 30, 2013

M/S/N Sandie Noel/Analisa Veliz to approve the minutes of April 30, 2013.

3. Changes to Payroll Process

Efrain said there is a new payroll process thru WebSTAR. If an approver is out of the office, proxies have been pre-designated. Tina Aguirre will approve in Efrain's absence.

4. Changes to Vacation Requests

Vacation requests are submitted online now. Efrain asked that everyone discuss their vacation requests and get pre-approval from immediate supervisors prior to submitting them online for his approval.

Individuals stated their vacation requests would be as follows: Rhonda (8/5-13), Analisa (7/29-8/1), Frances (7/29-8/1 for conference), Sandie (7/1-15). Sandie stated that Jim Mecate will take athlete priority registration applications in her absence; applications will also be accepted in the Instruction Office.

5. Summer Session

The 4/10 summer schedule will be offered. Change is schedules need to be submitted.

Resignations from the EWD Division have been received from Tyson Aye (PE), Marty Birky (PE), and Matthew Okada (PE), Cory Van Driessche (AJ).

Public Safety hired a new full-time AJ instructor, Kathy Rodriguez.

The full-time Office Technologies instructor interviews are scheduled for next week.

6. Summer Activities

Efrain explained that the Kids on Campus Summer Camp will not be offered this summer. Reasons include the double summer session, there are no AmeriCorps volunteers, too expensive without volunteers, difficulty finding teachers, no gym access.

Basketball Camp might still be offered, even though Tyson Aye has resigned.

AJ 141 is being offered on a summer contract for the Border Patrol.

Patty is coordinating the Part-Time Faculty Orientation scheduled for August 15th. Once HR sends her the list, she will send them to each department to double check and revise. Still working on speakers, agenda, time schedule, refreshments, ID's, parking, 50/50. Sandie, Rhonda, Frances, and Vicky said they would help if needed.

7. Fall Semester

There are issues with the part-time seniority process for class selection. The committee was not sure if the College is obligated to rehire part-timers each semester. Seniority is good for two years. Seniority is strictly by hire date.

8. Staff Changes

- Susie Lune has been rehired and is helping with Martha Garcia's programs.
- Jorge Guluarte retired and his position will be advertised this summer.
- Norma Santana got transferred to Admissions & Records, since her position was deleted.
- Vicky Figueroa is moving to 1708.
- Brian McNeece is the new Dean of Arts & Letters and Learning Services.

9. Other

Winter Session

Efrain stated that there will be no Winter Session this year.

Comp Time

Comp Time is being paid out if it has not been used. Efrain requested that you get his pre-approval prior to any overtime or comp time.

WIA Dental Assistant

Susie reported that there are 18 students in the Dental program.

10. Next Meeting

The next meeting is scheduled for Thursday, June 27, 2013 at 9:30 am in the Dean's Office.

11. Adjourn

The meeting was adjourned at 10:42 am by Efrain Silva.