

## Imperial Valley College

# **ECONOMIC AND WORKFORCE DEVELOPMENT**

## **SECRETARIES' MEETING**

Tuesday, April 30, 2013 9:00 am, 1708 EWD Dean's Office

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

#### **Adopted Minutes**

#### 1. Call to Order

The meeting was called to order at 9:06 am by Efrain Silva.

# 2. Approval of Minutes of February 13, 2013 and October 25, 2012

M/S/N Frances Arce-Gomez/Sandie Noel to approve the minutes of February 13, 2013 (with minor change) and October 25, 2012 (as submitted).

#### 3. Purchase Order Deadline

Efrain Silva announced that the purchase order deadline is May 6<sup>th</sup>. The secretaries feel that timely notification of purchase order and budget transfer deadlines is important, even if a deadline date becomes recurring every year. The immediate stop of budget transfers causes difficulties in the function of the departments/division. Requiring pre-approval via email and the paper version of PO's is time consuming.

# 4. Fall Schedule

The current fall schedule is available to view in Argos  $\rightarrow$  IVC Production  $\rightarrow$  Instruction  $\rightarrow$  Enrollment Management. Book orders are due this Friday.

Athletic fields will be added to Banner.

## 5. Department Updates

#### Business

There are issues with how to book the 2610 computer lab.

#### Exercise Science, Wellness, and Sports

There are issues with allowing outside groups to use the fields because sometimes games are rescheduled and the fields are needed. Maintenance needs to prepare the fields as needed, due to requirements. Sometimes they are not prepared as required.

There is an issue with people using the gym during off hours without authorization.

Patty Robles met a female interested in teaching swimming at IVC and starting an archery club. She has already submitted her application with HR. Patty will call her to schedule her to meet with Efrain Silva.

# 6. Other

#### **Spring Grades**

Spring grades are due Thursday, May 16<sup>th</sup> by noon.

#### Part-Time Instructors

Efrain Silva said that he was told that we are not required to offer classes to any part-time instructors, but if they are offered to teach, we must follow the seniority guidelines.

# **Summer Programs**

Kids on Campus will run from July 8<sup>th</sup> thru July 25<sup>th</sup>. Vicky Figueroa is still working on scheduling classrooms and on getting AmeriCorps volunteers. The cost is going down this year, from \$295 to \$250.

The Robotics summer program will be organized by Martha Garcia.

## Contract Ed

Mark Perrone will not be hiring IVC for the CISCO training thru Contract Ed.

## Summer 4/10 Schedule

Frances Arce-Gomez reported that we will be offered to work 4/10's this summer, beginning June 17<sup>th</sup>. No further information is available at this time.

#### **Classroom Observations**

Patty Robles requested that the dates of the EWS classroom observations be emailed to her. All (but one) classroom observations have been completed this semester.

## 7. Next Meeting

The next meeting is scheduled for Thursday, May 30, 2013 at 9:30 am in the 1704 EWD Conference Room.

#### 8. Adjourn

The meeting was adjourned at 9:53 am by Efrain Silva.