

Imperial Valley College

ECONOMIC AND WORKFORCE DEVELOPMENT

SECRETARIES' MEETING

Thursday, October 25, 2012 9:30 am, 1704 EWD Conference Room

Members Present:	Members Not Present
Frances Arce-Gomez	Lency Lucas
Vicky Figueroa	Maria Sell (on vacation)
Sandie Noel	
Patricia Robles	
Rhonda Ruiz	
Efrain Silva	
Analisa Veliz	

Adopted Minutes

1. Call to Order

The meeting was called to order at 9:37 am by Efrain Silva.

2. Approval of Minutes of September 27, 2012

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

3. 12-13 Lottery Funds

The lottery funds from 11-12 that were carried over to 12-13 have been distributed; a copy of the budget was distributed. Efrain Silva reiterated that these funds are strictly for instructional supplies; items \$500 or more are not allowed.

4. Spring 2013 Schedule

Classes for part-time instructors are to be assigned by seniority; however, a waiver was approved for spring 2013, therefore, the schedule can be left as submitted. The process for future scheduling of classes for part-timers is being created. The seniority lists will be provided to us by HR.

Non Credit courses have been scheduled, but Vicky Figueroa stated that she is waiting for classrooms, since Credit courses get priority.

Efrain Silva reported that we are about 300 FTES below target for next semester.

5. Spring 2013 Book Orders

Book orders have been submitted; the only ones pending are two BLDC and one PE.

6. Webpage – EWD Documents

Most documents have been uploaded to the EWD webpage.

7. Mail Service Changes

A handout was provided with mail service changes. Departments will now have to pick up items in Reprographics. Faculty members will continue to pick up mail from the faculty lounge. Frances Arce-Gomez reported that eventually all mailboxes will be located in Reprographics. Public Safety would like to request a box in the faculty lounge to leave items for the professional experts to pick up in the evenings and weekends.

8. Classroom Observations

Nineteen (19) classroom observations are planned for fall 2012 in EWD. Fifteen (15) have been scheduled. The EWS part-time observations have not yet been scheduled.

9. Other

Budget

Efrain Silva stated that if Prop 30 does not pass, then we may need to cut our budget by \$2 million. There may be a special Board meeting coming up soon to discuss a budget plan.

The part-time hourly rate changed from \$50 to \$48/hour beginning October 1, 2012. The non-credit hourly rate remains the same, at \$38/hour.

WIA Training Programs

Analisa Veliz reported that there will be a B-GREEN ceremony tomorrow, Friday. WIA Smog classes will be ending next week, but they have chosen not to have a ceremony, just a small gathering. They are scheduled to take ASE exams in the beginning of November. Efrain Silva stated that the WIA Smog grant extension was approved.

Perkins

Patty Robles reported that the 1st Quarter Report was submitted; expenditures are supposed to be at 20%, but were a little below that, at 15.5%. She stated that expenses can only be reported after they've been paid, not just ordered or received.

Family Wellness Event & Pumpkin Patch

Patty Robles announced that the combined Family Wellness Event & Pumpkin Patch will be held this Saturday. Details were provided.

Bowling

The Bowling class was not approved and needs to be removed from the schedule.

Duggins

Efrain Silva asked Frances Arce-Gomez for assistance for Monday's meeting with Duggins.

10. Next Meeting

The next meeting is scheduled for Thursday, November 29, 2012 at 9:30 am in the 1704 EWD Conference Room.

11. Adjourn

The meeting was adjourned at 10:36 am by Efrain Silva.