



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT

SECRETARIES' MEETING

Thursday, June 27, 2013
9:30 am, 1704 EWD Conference Room

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

Unadopted Minutes

- 1. Call to Order**
The meeting was called to order at 9:35 am by Efrain Silva.
- 2. Timesheets**
Timesheets will now be due on the 11th of each month, and approved by the 13th. They are to be submitted electronically through WebStar.
- 3. Vacation Requests**
Please submit summer vacation requests as soon as possible.
- 4. Work Study/Student Employment**
- 5. Summer Session**
Numbers dropped from 610 to 600. We are short about 80 FTES from our target. That's equal to about \$400,000.
- 6. Summer Activities**
There will be a Basketball Camp held; Andrew Robinson will be in charge.
- 7. Fall Semester**
There are about 150 classes that are STAFF (without instructor determined). We are in need of a CPR instructor. We have four instructor resignations so far: Campbell, Kushner, Aye, and a Nursing instructor. Andrew Robinson will be the FT temp to cover Aye's classes, but now we need a Head Women's Basketball Coach to cover Robinson's position. There is concern that we cannot find instructors.
- 8. Update on Grants**
Efrain Silva reported that we are applying to two grants: 1) Department of Labor for Renewable Energy (\$2.7 million) and 2) Microsoft Academy/Cisco with San Diego (\$25 million). This one will help us line up our curriculum with Microsoft's curriculum.

We still currently have other grants: Perkins CTEA, Perkins CTE Transitions, Region 10, SB70's, National Science Foundation, and WIA Dental which ends in December.

9. Part-Time Faculty Orientation

The Part-Time Faculty Orientation will be held on Thursday, August 15th. Patty Robles is coordinating the event. Sandie, Frances, Vicky, and Lency are willing to volunteer, if needed.

The Full-Time Faculty & Staff Orientation will be held on Friday, August 16th.

10. Next Meeting

The next meeting is TBD.

11. Adjourn

The meeting was adjourned at 10:15 am by Efrain Silva.