



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT

SECRETARIES' MEETING

Thursday, August 23, 2012
9:30 am, 1704 EWD Conference Room

<u>Members Present:</u>	<u>Members Not Present</u>
Frances Arce-Gomez	Lency Lucas
Maria Eugenia Maciel	Rhonda Ruiz
Sandie Noel	
Patricia Robles	
Maria Sell	
Efrain Silva	
Analisa Veliz	

Adopted Minutes

- 1. Call to Order**
The meeting was called to order at 9:40 am by Efrain Silva.
- 2. Cancelled Classes**
Several classes have been cancelled due to low enrollment.
- 3. Campus Buildings**
The 900 Building will no longer be used for classrooms beginning in spring 2013. It will house the Information Technology Department. The Cisco Lab will remain in 901.
- 4. Substitutes**
The responsibility of finding substitutes will now belong to the deans instead of the department chairs. If an instructor calls in sick, the dean needs to be contacted. For one absence, roll may be taken. Over 1 consecutive absence, a substitute needs to be assigned. Full-time faculty shall be asked to sub first, if none are available, then part-time faculty shall be contacted. HR will be sending us a reference list of qualified subs for each class.
- 5. Phones**
Kathy Berry would like someone answering the phones at all times. If a staff secretary will be out of the office, even during lunch, calls should be forwarded to another secretary. Some secretaries take their lunch at 1 pm, so there will always be someone available. No direction was given on what to do if someone calls in sick.
- 6. Department Meetings**
Department meetings should meet at least once a month from 12-1 pm during College Hour. Most staff members take their lunch during that time. Staff Secretaries need to take minutes at department meetings
- 7. SLO/PLO Meetings**

These meetings shall also take place from 12-1 pm during College Hours. Staff Secretaries do not need to take minutes.

8. FTES

FTES for fall 2012 is about 2860, which is close to the goal of 3100. The goal for spring is also 3100.

9. Prop 30

Prop 30 on the November ballot is critical for the college's future. If it doesn't pass, the FTES formula will be reduced.

10. Other

None.

11. Next Meeting

To be determined. This group will try to meet on Thursday mornings once per month.

12. Adjourn

The meeting was adjourned at 10:30 am by Efrain Silva.