



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT

SECRETARIES' MEETING

Wednesday, February 13, 2013
2:00 pm, 1704 EWD Conference Room

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

Adopted Minutes

1. Call to Order

The meeting was called to order at 2:11 pm by Efrain Silva.

2. Approval of Minutes of October 25, 2012

Tabled.

3. Census Rosters

There seems to be an ongoing problem of instructors turning in their census rosters late. Efrain spoke to the EWD department chairs (Dave, Craig, Jose) and their idea is to have the submittal of census rosters centralized. This would require instructors to turn them in to the department secretaries, instead of to the Instruction Office, in order to keep better track of which ones have and have not been turned in. The secretaries would keep track and forward the originals to the Instruction Office. Some secretaries felt that this was an unnecessary added step to the collection of census rosters.

4. Syllabus

There is a similar ongoing problem on instructors turning in their syllabi late. Efrain has requested that the submittal of syllabi also be centralized. This would require the instructors to turn them in to the department secretaries, where they can keep track of who has and has not turned them in, and then forward either a hard copy or an electronic copy to the Instruction Office.

5. Budget

Meetings have been scheduled with each department chair, the division dean, and the VP to discuss the current academic year's mid-year budget. The department chairs should be prepared to discuss the budget (district and lottery); and know if they will need more funds, are where they need to be budget-wise, or plan on having unspent funds (savings).

6. Faculty Absences

There was discussion on faculty absences. The Instruction Office keeps track of absences and substitutes. If the departments/divisions get a message from an instructor, the message gets forwarded to the Instruction Office.

7. Secretarial Changes

Frances Arce-Gomez is now the department staff secretary for both the Industrial Technology and Business departments. Maria Sell has been transferred to Arts & Letters. The change was made because of the FTES/FTEF numbers in Arts & Letters. Although some secretaries felt that career technical education departments, regardless of FTES/FTEF, have a larger amount of activities, including labs, budgets, travel, equipment, supplies, PO's, maintenance, fairs, etc.

The general Staff Secretary II description that was submitted by HR was not approved. The Student Services Technician – External job title change is still in process.

8. Other

Program Reviews

The due date for the program reviews is tomorrow, February 14th. Exercise Science, Wellness, and Sports and Industrial Technology still have some pending.

IVC Calendar

Sandie will be entering the games on the IVC calendar of events. There are issues with entering events thru a Facility Request, which then gets entered into Banner by the Instruction Office, and also entering the events onto the IVC calendar of events. There is no connection to assure they match up and it requires a lot of multiple entries. A meeting will be scheduled with Martha Navarro, Melody Chronister, and Rosanna Lugo to discuss this.

EWS Faculty

Sandie reported that the EWS faculty has been participating more in meetings.

CTE Building

The Public Safety coordinator and secretary went to a walk-through of the new CTE building. Patty reported that the Fire Technology department mentioned that they also need storage space in the new building.

Deposits

Currently, the Business Office only allows deposits at the very end of the day. The secretaries are requesting that they allow deposits at least once in the morning and one in the afternoon.

9. Next Meeting

The next meeting is scheduled for Thursday, March 28, 2013 at 9:30 am in the 1704 EWD Conference Room.

10. Adjourn

The meeting was adjourned at 3:03 pm by Efrain Silva.