



Imperial Valley College  
**ECONOMIC AND WORKFORCE DEVELOPMENT**

**PERKINS/CTEA MEETING**

Friday, October 8, 2010  
 2:30 PM, Board Room

<b>CTEA/Perkins Programs</b>	<b>Representatives Present</b>
Economic and Workforce Development	Efrain Silva Patricia Robles Joe Espinoza
Computer Information Systems	Valerie Rodgers
Child Development	N/R
Automotive Technology Automotive Collision Repair	Jose Lopez Ricardo Pradis
Air-Conditioning & Refrigeration	Frank Miranda
Building Construction	N/R
Welding Technology	Samuel Colton
Fire Science	Tina Aguirre
Administration of Justice Correctional Science Peace Officer Standards Training (POST)	Ed Wells
Agriculture	N/R
Other:	Norma Santana

**Approved Minutes**

**1. Call to Order**

The meeting was called to order by Efrain Silva at 2:35 pm.

**2. Perkins/CTEA Local Process and Deadlines**

Copies of the new Perkins/CTEA Local Process and Deadlines document were handed out. The document was submitted to Instructional Council and to Kathy Berry, VP for Academic Services, for review. Kathy Berry gave Efrain Silva the authority to implement the procedures.

Efrain Silva went through the document explaining each section. The document outlines a timeline of expenditures. He stressed that any funds that are unspent and/or unencumbered by March 31, 2011 will be re-allocated.

Efrain Silva explained that we are accountable for the funding received through this grant. There are consequences if we do not meet performance. He also wanted to stress that the distribution of funds can change every year; not all programs must necessarily receive funds each year. There is a process to get recommendations of the annual distribution of funds.

There is still the issue of reports being turned in late. Only two reports are due from each funded program per year: the local plan and the final report.

Efrain Silva stressed that the 11-12 local plans must be submitted by the last week of March 2011 and the 10-11 final reports must be submitted by June 15, 2011. Programs failing to submit these reports on time may result in lack of Perkins/CTEA funding for those programs in 11-12.

### **3. Perkins/CTEA 2010-2011 Allocations**

Allocation sheets were handed out to each funded-program rep that was present. Welding Technology has decided to change its local plan. Gonzalo Huerta will submit a proposal with the changes. The Welding Technology instructors will meet with Efrain Silva to discuss the changes.

### **4. Program Stats Matrix**

A copy of last year's program stats matrix was handed out again. An updated matrix will be provided in the spring. Efrain Silva would like all programs to share the updated matrix at the spring advisory committee meeting in order to get the committee to validate the data.

Efrain Silva will work with Joe Espinoza and Ted Ceasar on a mechanism to collect employment data.

### **5. College & University Day/Career Fair**

Joe Espinoza gave a summary of the College & University Day/Career Fair. It was a great turnout with a lot of Imperial Valley schools here, mostly high schools. A lot of campus departments were represented. There were 40+ non-education exhibitors and approximately 30 colleges and universities. Approximately twenty students got potential employment on the spot from this career fair.

### **6. Other**

#### CA Ed Code Program Review

Some vocational program reviews are still missing due to lack of full-time faculty in those programs. Efrain Silva will complete those. Programs that fail to complete the vocational program reviews may incur consequences. By law, these must be completed every two years.

#### Program Advisory Committees

Efrain Silva has requested that each program advisory committee meet twice a year, once per semester. Minutes must be submitted to the Economic and Workforce Development office within two weeks of the meeting. He suggested and approved adding hospitality funds to programs that had not already requested it, specifically for the program advisory committee meetings.

Valerie Rodgers said the CIS advisory committee meeting has been scheduled for November 9<sup>th</sup>.

#### Local Planning Team

The Perkins/CTEA Local Planning Team (LPT) will include several IVC members and perhaps the chairs of the program advisory committees. The annual meeting will be held in the spring and the LPT will be able to review and approve the local plan.

#### Machinist Program Grant

Efrain Silva reported that an IVEDC Wal-Mart Grant for a Machinist Program has been looked into. However, it seems to be an extremely expensive program to start up.

#### Region 10 Mini Grants

Efrain Silva encouraged all to apply for a \$5,000 max Region 10 Mini Grant. Patty Robles will email the application. Please submit them via email to Patty Robles by Thursday, November 4<sup>th</sup>.

### **7. Next Meeting**

The next meeting will be scheduled for February 2011 (TBD).

### **8. Adjourn**

The meeting was adjourned at 3:28 pm by Efrain Silva.