



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT

**Cooperative Work Experience
 Program Advisory Committee Meeting**

Thursday, February 4, 2016
 2:30 pm, Board Room

<u>IVC Representatives</u> <u>Present</u>	<u>Business/Industry/Government Representatives</u> <u>Present</u>	
Alison Brock, Business Angie Ruiz, Work Experience Coordinator Craig Blek, Business Department Chair Efrain Silva, Dean Lourdes Mercado, Counselor Patricia Robles, Recorder	Adrian Gonzales, SDSU IV Campus Alfonso Ruiz, Follett/IVC Bookstore Cynthia Mancha, IVEDC Denise Garcia, City of Holtville Ernesto Zepeda, UCSD EAOP Katie B. Luna, Brawley Chamber of Commerce Luis Felix, Jordan Central Implement Co.	Maribel Garcia, IID Mariela Barreto, Lepe-Negrete, & Barreto Attorneys at Law Rosa Ramirez, City of Brawley Ruby D. Walla, City of Brawley Sandra Tauler, City of Calexico Thomas Gilkinson, UCSD EAOP Senator Vargas Representative

Unadopted Minutes

1. Call to Order

The meeting was called to order at 2:35 pm by Angie Ruiz.

2. Welcome

Angie Ruiz welcomed everyone and all attendees introduced themselves.

3. Advisory Committee Purpose and Role

The purpose of this committee is to provide an opportunity for discussion among people in education and business. The discussions are to enable the College's educational training in an effort to match the needs of community employers with the knowledge and skills of our students.

4. Microsoft Certification

IVC now offers the opportunity for students to become certified in Microsoft Office 2013 through an organization called Certiport. The tests are given online and there are different options for certification.

Angie shared a video that showed what students and administrators think of Microsoft certifications as far as their importance in employment. Members of the committee agreed that having a Microsoft certification looks good on a résumé.

Cynthia Mancha, IVEDC representative, mentioned that sometimes job applicants indicate that they have Microsoft Excel knowledge, when the only skill they have is inputting; many are unable to create formulas in Excel.

Luis Felix, Accounting Manager at Jordan Central Implement Co., mentioned how important it is for students to have basic math skills; not all applicants are able to add, subtract, multiply, and divide.

Angie reported that the College held a summer academy in Microsoft certifications. The program was in conjunction with the One Stop and the Workforce Development Board. The majority of students earned certifications in Microsoft Word, Excel, and PowerPoint.

Angie explained that many times students are unable to finish their college educational plans, so having these certifications helps tremendously when they are looking for jobs.

5. Work Experience Program

The two Work Experience classes currently offered at IVC are:

- WE 210 Work Experience, and
- WE 220 Internship.

These courses are a reinforcement of soft skills, which are harder to learn. Students from many different areas, ranging from Business fields to Industrial Technology fields, enroll in these classes.

For the Internship course, students receive 1 college credit upon successful completion of 75 paid hours or 60 unpaid hours as an intern. Students wishing to intern must contact their prospective employers themselves. Copies of the required documents were shared and briefly reviewed. Employers were asked to have all interns sign the College timesheet that students are provided. This timesheet has space for keeping track of measurable objectives that have been met.

6. Site Supervisors' Feedback

Employers said that what they like most about our College's Work Experience program is that our students:

- Are ready to work,
- Are willing to learn and do more,
- Have positive attitudes,
- Have good soft skills, customer service skills,
- Have good basic computer skills,
- Follow through on tasks, and
- Are receptive to feedback.

Senator Vargas' representative stated that customer service is the most important skill in government agencies.

Some employers have hired students that began as interns.

Ruby Walla, Finance Director at the City of Brawley, hired one of her interns who covered many temporary jobs in different departments. Thanks to the experience she gained, she was later hired at the County.

7. What are your Organizations' Needs?

Employers shared their organizations' needs. Mostly they agreed that many job applicants lack the following skills:

- Basics of Excel, other than just data entry,
- Writing, specifically basic formatting of correspondence, e.g. letters and memos,
- Interview skills,
- Résumé writing, and
- Basic math skills – adding, subtracting, multiplying, and dividing.

Employers would like to see applicants have a better understanding and experience with Excel. Craig Blek asked if employers if we should add an Excel 3, which is more advanced; however, employers said that was not necessary at this time.

Cynthia Mancha, Business Development, IVEDC suggested to add Google, such as Google Docs and Google Drive, to the College's curriculum so that they learn about document sharing, etc.

Employers think that marketing and social media are some of the most important things for students to learn that would help in being successful at their place of employment. Craig Blek explained that although our Business Marketing program is going away, marketing is integrated into some other classes, such as Web Development & Design. Employers also think that students should be knowledgeable in basic math.

8. Organization of the Committee

Cynthia Mancha volunteered to be the committee Chair. Ernesto Zepeda volunteered to be the committee Vice-Chair.

9. Other

No discussion.

10. Next Meeting

The next meeting is to be determined at a later date, but most likely it will be held during the Spring 2017 semester.

11. Adjourn

The meeting was adjourned at 3:35pm by Angie Ruiz.

Handouts: Cooperative Work Experience Education Application; Designated Site Agreement; On-Site Work Schedule; Time Sheet; Student Learning & Job Objectives; Supervisor Evaluation