



IMPERIAL VALLEY COLLEGE

Cooperative Work Experience Program Advisory Committee Meeting

UNADOPTED MINUTES

Thursday, May 20, 2021

12:00 – 1:30 p.m.

Room 810

Those in attendance were as follows:

Angie Ruiz, Work Experience Cooperative Coordinator
Efrain Silva, Dean of Economic and Workforce
Andres Martinez, Business/Agriculture Department Chair
Alex King, Strike Zone
Alfonso Ruiz, IVC Bookstore Manager
Catalina Martinez, IV Housing Authority
Ernesto Zepeda, UCSD
Thomas Gilkison, UCSD
Luis Felix, Jordan Central Implement
Marcy Rivera, IID
Maria Cordova, ARC
Paola Lucas, Burn Institute
Ruben Macias, Macias Electric
Stefanie Campos, IV Food Bank
Sthefany Rosas, Dreams for Change

I. Call to order

The meeting was called to order by Angie Ruiz at 12:05 p.m.

II. Welcome

Angie welcomed Cooperative Site supervisors

III. Introductions

Site supervisors introduced themselves and mentioned how long they have been participating in our internship program and their experience with students.

Efrain Silva, Dean of Economic and Workforce said how he was excited to be in person and to see everyone after many months of being isolated.

Andres Martinez, Business Department Chair started by saying how he was happy to be part of the program and mentioned how Mrs. Ruiz is a great coordinator of the program.

Catalina Martinez has been at IV Housing Authority for 42 years.

Thomas Gilkison has been at UCSD-EOP for 30+ years

IV. Purpose of the Advisory Committee/Role of the Committee

Angie explained the purpose and role of the committee and how the feedback of the committee members is of great value to the success of our program

V. Cooperative Work Experience Program

Committee members were informed of the course description and the difference between WE 210 – Work Experience and WE 220 – Internship courses and the number of hours students work based on units enrolled.

Catalina Martinez mentioned how a 1-unit internship, total 60 hours internship experience is not enough time for students to learn.

Andres Martinez asked, “how many units or hours would the committee recommend?” The committee responded that 4-units, 240 hours would be the ideal; hours could be spread out through the semester offering quality experience.

Catalina Martinez also indicated that the longer a student is at a job site, site supervisors can identify students’ strengths and areas that need improvement while working while working.

VI. Review of Programs

The following programs were reviewed and brought to the committee’s attention that three out of the five programs do not have the internship requirement anymore. Committee members were asked for their feedback on the changes made.

Members shared how internship is of great value in a student’s career.

- Accounting Technician
- Digital Design and Production
- Business Management
- Business Administrative Assistant
- Business Office Technician

Marcy Rivera, IID shared that while she was in college, she did an internship at the City of Brawley. She mentioned how soft skills are so important and her internship guided her through the rest of her career. She networked and was able to obtain her first job at IID.

Catalina Martinez, IV Housing Authority, mentioned that networking is very important and this program actually gives our students the opportunity to do so.

Alex King, Strike Zone, mentioned how internships allow students to expose themselves and organizations guide them through their careers.

Sthefany Rosas, Dreams for Change prepared tax returns through the VITA program (Volunteer Income Tax Assistance) at the mall. Coordinating the program at the mall was her Business Management college internship experience. Sthefany was happy to have helped our community.

Stefany Campos, IV Food Bank mentioned how important it is for the course to be required in our programs and how this experience makes a big impact in students’ lives.

VII. Discussion – Site Supervisors Feedback

Luis Felix, Jordan Central Implement shared how he is impressed on the knowledge our students obtain at Imperial Valley College. He hired his internship student the same week she started. He also shared an experience he had with a recent graduate from a 4-year university on how this candidate lacked many skills our students know.

Stephany Campos from IV Food Bank shared how they currently have the “Recepcionista” position but will bring in another internship position where our students will have direct contact with their clients: opening more internship opportunities for our IVC students.

Thomas Gilkison and Ernesto Zepeda shared how UCSD-EAOP also hired students through the internship program and also very happy to be part of the program.

Alfonso Ruiz, College Bookstore Manager trains students from receiving, to merchandising, to cash handling, to accounting, from start to finish.

Carolina Martinez, IV Housing Authority is very happy to have hired her internship student.

Ruben Macias, Macias Electrical owns a family business and out of the two internship students, he hired one.

Paola Lucas, Burn Institute shared how students grow personally and professionally in this program.

Marcy Riviera, IID would like to receive a list of the careers of students enrolled in class as early as possible when the semesters start.

Thomas Gilkison, UCSD-EAOP recommends that students manage their work, school, and internship schedules better.

Stephany Campos, IV Food Bank, appreciates when students are self-starters and know they will have more opportunity to grow.

Alex King, Strike Zone, reinforced how important it is to know how to answer the phone.

VIII. Meeting was adjourned by Angie Ruiz at 1:30 p.m.