



**CTE Chairs Meeting
Tuesday, April 21, 2020
Zoom Conference Call**



Perkins Application FY 20-21

- Dr. Rivera reviewed application updates with chairs.
- Dr. Rivera also explained data details to chairs to include in their application.

Purchasing Deadlines

- Informed CTE Chairs to let their Dean of area know that by Thurs, April 23rd or Fri, April 24th on any new P. O's that they are trying to push through.
- Perkins P.O's deadline is May 8, 2020.

Covid 19 Expenses

- Please inform Dean of area to obtain approval.
- Reimbursement is not guaranteed.

Remote Work Expectations

- Dr. Rivera informed chairs on Work Expectations Memo that was sent.

Classified and Unclassified Employees

- Melissa R. provided updates on unclassified staff work expectation/work from home agreement forms that need to be submitted for employee to have timesheets sent to payroll.

Advisory Boards

- All advisory boards are being done via Zoom.
- CTE Chairs to send advisory board list to Kassandra K.
- Kassandra K. is creating advisory board handbook.
- Chairs need to ensure that Dean of area is included in advisory meeting to have meeting minutes approved.
- Advisory board meetings should include individuals from outside of LACC.
- Should meet at least once a year. Recommending no earlier than September.



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Marketing Material

- Melissa R. will be contacting CTE Chairs individually on content for material being created.
- If CTE Chairs have a program that is ready to be highlighted, let Melissa know right away to start creating marketing material.

CTE Survey

- Victor F. provided CTE survey update to chairs and inform them on next steps.

Online Teaching Conference (June 17-19)

- Victor Facio to f.u on conference details.

Career Education Exploratorium Bootcamp

- Tentatively Junior and Senior H.S students for Summer 2020
- 2-weeks
- 3hrs. A day.
- Students will be exposed to different areas/pathways at LACC.