



CTE Chairs Meeting Minutes
Tuesday, August 18, 2020
1:00pm
Zoom Conference Call



Office of Economic Development and Workforce Education

Los Angeles City College | 855 North Vermont Ave | Los Angeles, CA 90029 | (323) 953 – 4000 (ext.2594)

Unclassified Staff

- Melissa R. informed CTE Chairs that CTE student workers are not allowed to work on campus until further notice.
- Melissa R. informed CTE Chairs that when submitting unclassified assignment requests they must only identify remote work duties for all assignments.
- Melissa R. informed CTE Chairs that Personnel Office does all remote hiring and for new student employees that have not had an active assignment in over one year.
- Melissa R. informed CTE Chairs that student worker class schedules and work schedules cannot overlap.

Dual Enrollment

- Dr. Rivera informed CTE Chairs that they should try to use Dual Enrollment classes as a way to do strategic student outreach.
- CTE Departments can create pathways leading to a skills certificate.
- If a CTE Department wishes to create a Dual-Enrollment Pathway they must identify a Faculty Champion in their department to collaborate with Juan Alvarez (Dual-Enrollment Coordinator), so they can work with the H.S.
- Another option for CTE Departments to consider is an AB288 Agreement. This will be an articulated class, in which they will collaborate with a H.S. instructor.
- H.S. students will receive LACC and H.S. credit through this agreement.

CTE Survey

- Victor Facio provided CTE Chairs Fall 2020 CTE Survey updates and steps for students to complete mandatory survey.

Perkins Equipment Inventory

- Office of Economic Development and Workforce Education (EDWE) informed CTE Chairs that they will be sending a Perkins Equipment Inventory list for them to fill out and complete.
- The list will be for CTE Chairs to provided updates on equipment, such as current location for certain academic years.

20-21 Purchase Orders

- EDWE informed CTE Chairs that they must submit purchase requests by Friday, November 13, 2020.



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Other

- EDWE introduced Kenneth Simkins who is assisting with student outreach for CTE Departments.
- EDWE informed CTE Chairs that LACCD is in process of purchasing the GoReact Software.