

**Mt. San Antonio College
Career Technical Education Advisory Committee
(C-TEAC)**

**Agenda
February 01, 2017
3:00 – 4:30 pm**

Conference Room: Bldg 4, Room 2440

	Madelyn Arballo	x	Shelley Doonan	x	Jennifer Galbraith	x	Joumana McGowan, Chair
	Suzanne Avila	x	Deb Distanto		Daniel Garcia	x	Matthew Judd, (Guest, CTE Dean)
x	Jemma Blake-Judd	x	Francisco Dorame	x	Lisa Ledebouer	x	Mark Lowentroun (Guest, CTE Associate Dean)

Student Representative: Pending

Recorder: Marlyn J. Lanuza

Agenda		Outcome
I.	Welcome	<ul style="list-style-type: none"> Joumana welcomed the Team Joumana and Jemma met with Dr. Scoggins who approved the plans. Program Plans and Narratives were presented to Cabinet on January 24, 2017.
II.	Submission of Plans	<ul style="list-style-type: none"> Plans were submitted to the Chancellors Office on Monday, January 30, 2017. Submission for Year 2 plans will be in July, 2017. The process will be the same. A concern about submitting All Cross Programs was mentioned. Jemma was unable to enter Cross Programs until all other submissions were added with enrollment numbers. For next submission deadline get enrollment numbers in early.
III.	4% Indirect for Phase I – Years 2/3	<ul style="list-style-type: none"> Pat Romero will be working with CTE Deans in regards to budget and how to categorize funds. Deans are to schedule a meeting time with Pat to work on budget accounts. Rosa Royce and Pat Romero will work on adding Tops Code columns to budget grid. Pat will develop language and steps on how to input information correctly. Jemma will email CTE Deans the processes and procedures. The adjusted budget grid and appointment with Pat will assist Deans on how to distribute the 4% indirect cost for each program plan.
IV.	Phase II - Year 1	<ul style="list-style-type: none"> Phase II – Year 1 is to show the transition from Year 3 to year four. It was placed to show that programs will continue to grow and that new programs can be added into Strong WorkForce Plans.
V.	Accounts for Strong Workforce Plans	<ul style="list-style-type: none"> Rosa Royce and Pat Romero will be taking the lead in handling the budget for Strong Workforce Rosa is working on creating account strings for the plans. She will email account numbers to the CTE Deans.
VI.	Other	<ul style="list-style-type: none"> Strong WorkForce Director is tentatively scheduled to start in March 2017. Administrative Specialist will be funded .5 by Strong WorkForce and .5 by Grants. Administrative Specialist will be housed in the Grants Office.

		<ul style="list-style-type: none"> Joumana will follow up with Gary in regards to the Construction Projects Manager. Upcoming Meetings: Team decided that for the moment, the committee does not need to meet twice a month. Team agreed to meet on the 1st Wednesday of the Month but will meet twice when new plans or concerns arise. 			
VII.	Next Steps	<ul style="list-style-type: none"> Joumana will follow up with Gary in regards to Construction Project Manager. Rosa will provide CTE Deans with account strings CTE Deans will make appointment with Pat before next submission to ensure budgets are correct. Rosa Royce and Pat Romero will work on adding Top Codes column to budget grid. Rosa will add 2 Regional Plans and integrate them into the Plan Grid. 			
2016-17 Meetings 3:00-4:30 1 st & 3 rd Wednesday	Fall 2016 December 7 December 14	Spring 2017 January 4 January 18 February 1	February 15 March 1 March 15 April 5	April 19 May 3 May 17 June 7	June 27