

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

**Agenda  
May 2, 2018  
3:00 – 4:30 pm**

**Conference Room: Bldg 4, Room 2440**

	Tami Pearson		Martin Ramey	x	Mary Beth Barrios	x	Joumana McGowan, Co-Chair
	L.E. Foisia		Francisco Dorame	x	Jennifer Galbraith		Brian Moon
x	Jemma Blake-Judd	x	Lisa Amos, Co-Chair		Dejah Swingle	x	Julie Hasslock (Guest)
X	Shelley Doonan	x	Chaz Perea		Jared Burton	x	Lina Soto, Designee for Martin Ramey

**Student Representative:** Brian Moon

**Recorder:** Marlyn J. Lanuza

<b>Agenda</b>		<b>Outcome</b>
<b>I.</b>	<b>Approval of April 25, 2018 Minutes:</b>	<ul style="list-style-type: none"> <li>April 25, 2018 minutes approved</li> </ul>
<b>II.</b>	<b>Agenda Review</b>	<ul style="list-style-type: none"> <li>Agenda approved</li> </ul>
<b>III.</b>	<b>Update on 2018-19 Applications</b>	<ul style="list-style-type: none"> <li>Dejah informed committee that she is still working with faculty member in Arts regarding the proposal for 360 Degree &amp; 3D Commercial Imaging and with Tami Pearson regarding the SCE programs.</li> <li>Committee voiced some concerns regarding budget requests and voted on "normalizing" some of the program budget requests:               <ul style="list-style-type: none"> <li>No requests for additional LHE</li> <li>Only non-teaching rate</li> <li>Cannot request more than an additional 10hrs and faculty member must provide/demonstrate substantial development processes. Additional hours requested cannot be for "research" or "curriculum development".</li> </ul> </li> <li>Dejah will provide Joumana with the updated proposals and budget requests. Joumana will meet with Dr. Scroggins and present the committee recommendations.</li> </ul>
<b>IV.</b>	<b>SWP Funding Requests for Construction Projects</b>	<ul style="list-style-type: none"> <li>Joumana introduced Construction Project Manager, Patty Leon.</li> <li>Patty and Dejah met with Dr. Malmgren and Dr. McGowan to review and discuss facility project budgets and timelines associated with SWP.</li> <li>Patty presented a four-year timeline of a funding request for program development with large construction project (handout provided)               <ul style="list-style-type: none"> <li>Per the timeline presented, Faculty members will not be able to request construction projects in their proposal until 18 months of planning have passed.</li> <li>First, the faculty member must complete an "Estimated budget development" plan, and then move to the "Planning budget development", then contracts are prepared and finally the "Design Budget" is organized and the faulty member can apply with SWP for construction funding.</li> <li>Once faculty member enters application to SWP, year three consists of: "Drawing completion",</li> </ul> </li> </ul>

				<p>“DSA Review”, “Project Bid” and finally “Actual Budget”.</p> <ul style="list-style-type: none"> <li>○ Year 4 is when the actual construction will begin/end.</li> <li>• Joumana’s concern with the timeline is that it might discourage faculty from putting in requests for construction. Q: What if the project is not for a “large” construction project? A: Patty stated that the timeline was created for “large” construction project requests. That a small construction project would take less time.</li> <li>• Joumana requested that Patty create a sample timeline for a “small” construction project.</li> <li>• Team discussed creating a construction questionnaire to assist in determining if the construction request will be for a large project or a small project.</li> <li>• Patty will create questionnaire along with a sample time line for a “small” construction project and present it at the next CTEAC meeting.</li> </ul>	
<b>V.</b>	<b>Other</b>			<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>VI.</b>	<b>Next Steps</b>			<ul style="list-style-type: none"> <li>• Next meeting, Wednesday, June 6, 2018</li> </ul>	
<b>2017-18 Meetings</b> 3:00-4:30 1 <sup>st</sup> Wednesday of the month	<b>Fall 2017</b> October 4	November 1 November 15 December 6	<b>Winter 2018</b> January 17 February 7	<b>Spring 2018</b> <del>March 7</del> March 21 April 4	April 25 May 2 June 6