



# CTE Work Group

May 4, 2020

<https://cccconfer.zoom.us/j/95894782706>

1:00 p.m. – 2:30 p.m.

1. Welcome and Norms
2. Approval of Minutes for 4/20/20 Meeting
3. Review of Committee Representatives and Voting Members
4. Review of Career Education Funding Requests
  - a. Google Spreadsheet with Proposals
  - b. Requirements of Allocation of Funding:
    - a. Completion of Plan before June 1 and will require follow-up until June 15th
    - b. An Advisory Meeting during the 19-20 Academic Year
    - c. Respond to Core Indicator Details and Analysis – regardless of source of Funding
  2. Once plan approved:
    - a. Plan is finalized with Dean
    - b. All requisitions are submitted through own Dean to Administrative Chair
    - c. All purchases/PAFs etc. must meet all of the College requirements
      - i. Purchasing process including vendor profile, quotes, and completed requisitions
      - ii. Deadlines established by the Chairs
      - iii. Account codes will be assigned by the Career Education Office
      - iv. A summary report is required by April 30<sup>th</sup>, 2021
  3. Voting Procedures
    - a. Example Ballot
    - b. 48 Hours to respond
    - c. Potential questions to ask yourself: Does it meet “More, Better, Aligned”, does the LMI support the investment, is the investment reasonable and achievable, etc.
    - d. Chairs
5. Perkins V
  1. Review of Advisory Committee Meeting on 4/23 (Powerpoint of Presentation)
  2. Review of Changes
6. Good of the Order/Comments

Meetings will be First and Third Mondays 1:00-2:30p.m. via Zoom, or more as needed.

Next Meeting is May 18<sup>th</sup>, 2020.

Chabot College is a public comprehensive community college that prepares students to succeed in their education, progress in the workplace, and engage in the civic and cultural life of the community. Our students contribute to the intellectual, cultural, physical, and economic vitality of the region.