

LOS MEDANOS
COLLEGE

LMC CTE Committee (Zoom) Minutes
Tuesday, May 10, 2022, at 2pm

<https://4cd.zoom.us/j/91829934771?pwd=THlnb1FNckZTZkJGWnQ3RWx6bDhyZz09>

Item Number	Agenda Time	Item Time	Topic/Activity	Information/ Discussion/ Action
1	2:00pm	5'	Welcome & Announcements	Information Dennis opened the meeting at 2:02pm. He informed the group that Irene sent out the revised minutes from the last meeting.
2	2:05pm	10'	Timely CARE	Information Dennis shared that Timely Care is a low acuity service for students. They have 24/7 campus help and counseling. They also provide on-demand medical care, appointment-based medical care, on-demand mental health support, and basic needs assistance. https://www.losmedanos.edu/basicneeds/wellness.aspx Please place this link in Canvas or in the syllabus. This is a great resource to give to students.
3	2:15pm	10'	Perkins Application Update	Information, Discussion Bill thanked everyone for submitting their Perkins/SWP applications and those who attended the grant writing workshop. Based on the feedback, this will continue in the next semesters. Perkins applications for 2022-23 have been submitted to DO and will be forwarded to the state. The approval timeline is variable, but Bill will send out notices to programs that received funds upon approval (during the summer).

He informed the group that a few projects were deferred to SWP due to slight differences about allowable expenditures per focus areas.

If you have additional ideas/grant requests, please let Bill know because there will be an opportunity to re-allocate funds in November. The final allocated budget is \$329,018:

- Individual academic programs (including most of the requests) = \$159,017
- Across TOP codes = \$153,551
- 5% administrative margin = \$16,450

The funded programs include Auto, Early College Credit, Drones, EMS (Emergency Medical Services), and Welding.

The funded Across TOP codes include Counseling, Guided Pathways, K-12 Articulation, Library, Marketing & Outreach, Online Education, and Professional Development.

RESTRICTED FUND BUDGET (RFB)					
Federal Perkins grant for FY: 2022-2023					
GL 12-24-30600					
Allocation = \$ 329,018					
Program	Activity Code	Budget	Across TOP Code	Activity	Budget
Auto Tech	094800	\$50,010	Counseling	631100	\$20,000
Early Childhood Education (E	130500	\$63,200	Guided Pathways	684120	\$8,000
Drone Piloting	095000	\$31,692	K-12 Articulation & Matricula	702074	\$13,500
EMS	125000	\$7,615	Library	702081	\$25,000
Welding	095650	\$6,500	Marketing & Outreach ("Stre	702049	\$56,551
Subtotal for TOP	48%	\$159,017	Online Education	702034	\$10,500
			Professional Development	702072	\$20,000
			Subtotal for Across TOP	47%	\$153,551
Admin (5%)	702012	\$16,450			
	5%				
Total		\$329,018			

Dennis urged the group to use the funds as soon as possible because it helps on the accounting side but it also helps to purchase any items you may need for the fall semester to benefit students.

If you plan to attend any conferences, please reach out to your dean to get approval first. Bill and Irene can help with reimbursement.

				<p>Please be aware that there is a list of states that we are <u>not</u> allowed to travel to. This list comes from the Chancellor's office. The states are:</p> <ul style="list-style-type: none"> • Alabama • Arkansas • Florida • Idaho • Iowa • Kansas • Kentucky • Mississippi • Montana • North Carolina • North Dakota • Ohio • Oklahoma • South Carolina • South Dakota • Tennessee • Texas • West Virginia <p>Bill will follow up individually with requestors to let them know the status and the funding breakdown of the proposals. SWP funding has not been finalized yet.</p>
4	2:25pm	5'	Around the Table/Announcements	<p>Information, Discussion</p> <p><u>Maryam & Ms. T from Outreach presented a Virtual Open House Week.</u> This will give students a preview (including families) of the programs. They piloted this idea in February by collaborating with the Nursing Department. The marketing for this event was completed by sending and sharing marketing materials, advertising on Spotify, and providing a link for more information. The marketing was completed by the Outreach team. The virtual tour lasted one hour, and 80 students attended.</p>

			<p>The Virtual Open House week was followed by Application and Registration and Educational Planning Workshops.</p> <p>Available time slots- August 1 – 4 (4pm, 5pm, 6pm)</p> <p>The Outreach team completes the marketing and will provide the slide deck, Zoom logistics, Outreach team members and will follow up with students for workshops.</p> <p>If you are interested in hosting a Virtual Open House, please identify a representative to help plan/coordinate/present. The commitment is approximately 4 hours during the summer for planning work.</p> <p>Child development, Drone, and PTEC expressed interest. Ms. T will provide a Wufoo link for those who are interested.</p> <p><u>Janice Townsend provided an update pertaining to the CTE survey</u>; there are 9 responses so far. Janice encourages the group to fill out the survey. She also asked about re-designing the websites and standardizing the websites within CTE, supporting the new noncredit programs and support programs on watch.</p> <p>Dennis Franco expressed an immense amount of gratitude for everyone. The group celebrated Debra Hawke’s retirement. He mentioned that he be vacation from June 20 – July 5.</p> <p>Bill Bankhead mentioned that the staff in WED, TC&S, and Outreach will be working during the summer. If you need assistance, please do not hesitate to contact any of the team members.</p> <p>Eric added in the chat - “I could use some assistance with marketing a part time hire for animation and 3D modeling” - Eric and WED will talk offline.</p>
5	2:30pm	Adjourn	The meeting ended at 2:35pm.

