

LOS MEDANOS
COLLEGE

LMC CTE Committee

Tuesday, May 14, 2024, at 1pm
President's Conference Room – SS4-409

or

Meeting ID: 530 630 5656

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[ZOOM](#)

Attendees: Bill Bankhead, Dennis Franco, Michael Kean, Cindy McGrath, Gretchen Medel, Janice Townsend

Item Number	Topic/Activity	Lead	Notes
1	Welcome & Safety Moment	D. Franco M. Kean	Dennis opened the meeting by welcoming all attendees. Mike led the Safety Moment discussion: Being cautious while working in the heat; stay hydrated.
2	New Program Rubric- Update	D. Franco	Dennis led the discussion to review each section. Updates were discussed and feedback was given: <u>Program Concept & Alignment</u> Mike suggested that there are links provided for the examples shown in this section <u>Curriculum & Education Standards</u> For #5, Mike suggested that we include NAPTA as an example to ask questions about other educational programs that teach. Janice suggested using NAEYC to support the purview/standard of what is proposed. <u>Resources & Feasibility</u> For #10, Mike suggested that there be a budget template created as many may not know how to track start-up costs/ongoing costs. For #12, updates to job titles were completed. For #14, the description was updated. #16 was added for health, safety, environment and insurance. <u>Stakeholder Engagement</u>

			<p>For #18, Mike suggested that the program be explained to the counselors. Potential internships or work-based opportunities was added.</p> <p><u>Category 5- Rubric</u> Dennis discussed the possible removal of #13 & 14 as to not score presentations and to keep this section simple. Janice agrees to remove both. Bill's thought was to not remove it completely. ACTION: Dennis to revisit #13 to update and #14 will be removed.</p>
3	Perkins/SWP Grant Decisions	B. Bankhead	<p>Bill advised the group of the following decisions made for FY24-25 funding:</p> <p><u>AUTO</u> Funded: SEMA, new/replacement tools, printer for wrap program Not funded: Long-term equipment replacement request</p> <p><u>Child Development (ECE)</u> Funded: Mentor program, Advising Project (K-18 grant), Expanding Dual Enrollment, 4 Year Transfer</p> <p><u>Child Study Center</u> Funded: Summer Operations (Funded by LMC), shade coverings Not funded: Retaining wall</p> <p><u>DRONE</u> Funded: Drone rentals</p> <p><u>EMS</u> Funded: Ambulance</p> <p><u>Journalism</u> Funded: Annual conference, Outreach support</p> <p><u>Police Academy</u> Funded: Fitness equipment, physical rehab</p> <p><u>Welding:</u> Funded: Replacement of welding machines, infrastructure and development</p> <p><u>Overall CTE</u> Funded: Career Center Coordinator, CTE Counselor, Early College Credit Unit, Library, Marketing, Professional Development/Memberships</p> <p>Breakdown = ~5% Administrative costs, ~45% individual programs, ~50% Interdisciplinary projects For all the areas shown as funded Bill mentioned he is highly confident that the State will approve.</p>

			<p>Mike asked that if they didn't meet the grant application deadline should they still submit their requests. Dennis advised that if the deadline was missed they should still submit their request as funds could open up during the fiscal year or they could carry the request over to the next year.</p> <p>Dennis mentioned staffing within our office in that there is a plan in motion to gain additional support; CTE office currently consists of Dennis, Bill and Tanita. The plan is to gain additional support in the area of working with students and employers. We'll look to leverage Strong Workforce Funds more in Year 1 vs Year 2.</p>
4	Advisory Board Meetings- Team Feedback	B. Bankhead D. Franco	<p>Bill opened the discussion to have the group share how their Advisory Board Meetings have gone; what worked well, what did they try, do they need additional support?</p> <p>Mike mentioned the 1:1 discussions held with employers should count as Advisory Board Meetings. Mike has reached out to community-based organizations and received good input. He shared that he has created a newsletter that would be helpful as an idea for all to prepare a newsletter to be sent to Advisory Board Members in preparation of the meeting. ACTION: Create a newsletter template</p> <p>Dennis mentioned the meeting minutes are a Title V requirement. ACTION: Bill to add information in the Toolkit regarding what should go in the minutes</p> <p>Gretchen would like to have a representative from Nursing attend an EMS Advisory Board Meeting. Bill made suggestions on who to invite, looking at different stakeholders, etc. Janice mentioned that she invites all different stakeholders to her meetings and see great gain in the sharing of knowledge and information.</p> <p>Dennis spoke to how critical it is to hold Advisory Board Meetings and treat it as a learning/listening meeting vs. doing all the talking; it is best to keep the internal conversations to a minimum and stay on topic. Dennis</p> <p>Dennis will reach out to all departments that haven't had a meeting in a while; EMT was not pushed to meet given the program was on hold.</p>
5	Summer Recruiting Opportunities	B. Bankhead	<p>Bill encouraged the group to reach out to Nicole Almassey for recruiting opportunities (mentioned Juneteenth as an example for tabling to support increasing the African American student population). He also mentioned that we can arrange for OAS time carding to support more recruiting opportunities for programs.</p> <p>Dennis sent an email to Nicole Almassey to obtain a list of upcoming events.</p>
6	Adjourn	D. Franco	<p>Dennis closed out the meeting by thanking Janice Townsend for all of her efforts and dedication to serving and supporting our students. Dennis welcomed Janice to join any future meetings to stop in and say hello and/or join the discussion.</p>

Next Meeting: September 10, 2024 at 1pm