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**CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING**

**November 3, 2014**

**3:30 – 4:30 p.m.**

**ATTENDEES:**

Kevin Barrett, Steve Bertram, Rita Campo Griggs, Shanon Dreyer, Tony Fedon, Sergio Hernandez, Wayne Hooper, Carl Lofthouse, Dennis Lutz, Tom Medel, Wilma Owens, Jack Stone, Ken Swift, Anita Talone, Solange Wasef, Debi Workman, and David Wright.

**PART-TIME FACULTY POOLS**

The possibility that many contract faculty may be leaving next year was discussed. Disciplines that will be losing contract faculty should have a pool of part-time faculty available to fill those empty slots due to the fact that retirees are required to sit out for six months. Wilma urged those disciplines affected to start seeking part-time faculty at the end of spring or during the summer so they are prepared for the Fall 2015 semester. She suggested that they have new hires complete all paperwork including going through equivalency if needed. They should not complete the fingerprinting in advance as there is a time limitation for that. If disciplines feel the need to advertise in industry periodicals, funds will be available to assist in that process.

**FALL 2015 SCHEDULE**

Wilma explained that the Fall 2015 schedule will need to be tightened in some areas. She stated that the deans have been examining data related to the effectiveness of the schedule. Some disciplines will be asked to cut back on weekly paid contact hours (WPCH) for Fall 2015 while there are disciplines who will be asked to add classes because their numbers exceed the optimum, which varies for each discipline depending on load and course maximum. Wilma will be meeting with each discipline to go over individual data. She will also be sending out the WPCH for each discipline along with scheduling principles. She reminded everyone when scheduling their classes to consider evening students along with program completion needs.

**SPRING 2015**

Wilma outlined the Spring 2015 enrollment requirements. She stated that classes must be in double digits two weeks prior to the start of the class or they will need to be canceled. She asked each chair to review Article 8.2 of the contract and work with all of the faculty to comply.

**BUDGET**

Wilma distributed budget information which outlined the beginning and ending fund balances from 2009 to 2015. The Board has given the direction that we must align spending with income.

Page 2 – November 3, 2014

**TIMELINESS OF ADMINISTRATIVE PROCEDURES**

Purchasing has requested that our division do a better job of submitting requisitions on a timelier basis; we are submitting too many requisitions categorized as emergency.

**TRAVEL FUNDS**:

Wilma reminded everyone who was allocated travel funds through PRP to be sure funds are utilized only as they were approved.

**PERKINS FUNDS**:

Wilma urged everyone who received a Perkins allocation to utilize those funds. She stated that only 10% of the funds allocated were spent at the end of the first quarter; we need to be at 45% spent by the end of the second quarter. Perkins funds don’t carry over, so any unspent money is returned.

**PRP PROCESS**:

The recommendations from the PRP workgroup were distributed. Wilma explained that the reason everyone hasn’t gotten information related to when they are due is because the form and the process are being revised. Many felt that year two should not be so complicated. The new process has gone to the senate for approval.

**SLOs and ASSESSMENTS**:

Wilma discussed the urgency of completion of SLOs and assessments. She suggested that everyone work with their coordinator and make sure their data is in TracDat.

**ADVISORY COMMITTEES:**

Per the Education Code, all career technical disciplines are required to hold an advisory meeting during each academic year. Wilma reminded everyone of the importance of receiving industry input at those meetings.

Minutes submitted by Donna DeYarman.