**CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING**

**April 6, 2012**

**10:00 – 11:00 a.m.**

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**ATTENDEES:**

Debbie Allen, Kevin Barrett, Chris Feddersohn, Jamie Moss, Jennifer Nelson, Wilma Owens, Mollie Smith, and Debi Workman.

**IPC Report** – Recently discussed items at IPC: PRP process, staffing plan and prioritization for faculty hiring.

The timeline for PRPs was distributed with due dates:

September 14, 2012 – Provide a hard copy to the Division Dean

September 28, 2012 – Provide a hard copy with the Dean’s sign-off to Instructional

 Services

September 28, 2012 – Email an electronic copy to jdecker@palomar.edu

Everyone must submit a PRP. Wilma suggested that the majority of the work be completed during the spring semester so that only the finalization needs to be done upon returning in the fall.

**Faculty Hiring** – The forms and timeline have been sent out.

**Budget Update** – Discretionary funds will be cut by 20% for fiscal year 2012-2013.

**Summer 2012 Schedule** – The MOU was distributed that was signed by the classified bargaining unit and the district. The summer schedule will consist of a 4-day work week, 10-hour days with closure on Fridays. The rules are outlined in the MOU. Employees can choose to use 2 hours of vacation daily in order to remain on an 8-hour schedule. CPPEN staff will work Fridays.

**Summer Registration** - Jamie explained that continuing students will be served first and then new students will be allowed to register for classes.

**Curriculum and SLOs** – Wilma asked everyone to continue working on them.

**Staffing Plan** – Wilma stated that there were not a lot of changes from last year, just updating. Wilma has turned in to Berta and she will submit to Human Resource Services.

**Open House** - Jennifer reported on the recent open house. Due to the large number of students, she may hold two next year.

**Perkins Plan** – Wilma indicated if anyone needs brochures printed or marketing items for next year to let her know the cost and she will place in the 2012-2013 Perkins Plan.

Minutes submitted by Donna DeYarman.