**CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING**

**February 3, 2012**

**11:00 am – 12:00 pm**

****

**ATTENDEES:**

Debbie Allen, Kevin Barrett, Chris Feddersohn, Janet Hoffman, Jamie Moss, Jennifer Nelson, Wilma Owens, Ken Swift and Debi Workman.

**Budget Update** – A Divisional Summary of Vacant Positions was distributed which outlined the number of positions that are vacant and the amount of money being saved with those budgeted positions remaining vacant. A 2011-12 Apportionment and FTES Summary was also distributed and discussed. We are currently in a hiring freeze for administrators, classified and CAST employees. Only positions that are deemed critical will be filled at this time.

**IPC Report** – PRP funds will be distributed within the next few weeks.

**Consortium Funds** – There is $2,400.00 available for professional development. Travel must be within the State and must be related to Career Technical. Funds will be distributed on a first come first serve basis.

**Overlap Forms** – There is a new form and Wilma pointed out that the overlap time cannot exceed 20 minutes per week.

**California Public Act Request – Use of Public Funds –** Wilma reminded everyone to carefully watch use of funds and avoid anything that could be construed as inappropriate. An Ethics Workshop is scheduled for February 10; everyone is being urged to attend.

**Enrollment Update** – Enrollment is down slightly for Spring with the total head count a little over 25,000, but we’re still over our cap for the year. This year for the first time we have more men than women attending the college.

**Curriculum – High Unit Degrees –** Wilma reported that we have received notification from the Chancellor’s Office that they are again looking at degrees and certificates that exceed 30 units. If certificates or degrees are in excess of 30 units, and if not required by some external agency, we need to reduce that number.

**The ITC Grand Opening** is March 2 at 1:00 p.m. Wilma urged everyone to attend. The next project will be the remodel of the T Building and we are preparing to go out for bid on that project.

**On-Course Workshop** – This professional development workshop is taking place June 11-13 and August 1-3, 2012. Wilma asked that faculty be informed. Perkins is funding this workshop so CTE faculty has first priority.

Page 2 – CTEE February 3, 2012 Division Meeting

**Program Review** – The Program Review documents are being refined in IPC. The deadline will probably be during April with money allocated during the fall.

**Student Success Task Force** **Legislation** - Wilma explained that last year there was a task force convened by the governor to look at community colleges. One of the issues being studied was that community college students don’t typically graduate. Several recommendations will require new legislation and changes to the Education Code. A handout was distributed which summarized the proposed legislation and changes.

**CTE Transitions Open House** – Wilma introduced Jennifer Nelson as the new CTE Transitions Coordinator. A CTE Transitions Open House will take place on March 9, 2012 from 9:00 am–1:00 pm. The Open House is a good opportunity to showcase CTE programs.

Wilma asked Chairs/Directors to share information from Division meetings with faculty in their departments so everyone stays informed.

Minutes submitted by Donna DeYarman.