**CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING**

**March 2, 2012**

**10:00 – 11:00 a.m.**

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**ATTENDEES:**

Kevin Barrett, Chris Feddersohn, Jamie Moss, Jennifer Nelson, Wilma Owens, Mollie Smith, Ken Swift, and Brett VanWey.

**IPC Report** – Wilma reported that the bulk of the last IPC meeting was related to prioritizing positions for the staffing plan. Position requests that were submitted through PRP have been prioritized by category and the results will be sent out soon. Due to the current hiring freeze, there won’t be any hiring taking place at this point, however, as money becomes available, this ranking will be utilized.

**Faculty Hiring** – The faculty hiring request forms for 2013-2014 will be sent out soon for completion; the Senate is in the process of approving a new form. The tentative timeline is for faculty request forms to be submitted by the end of March. The IPC subcommittee will meet in April or early May to prioritize requests. Wilma explained that the faculty obligation number was reduced this year, so thus no new hires for 2012-2013. A subcommittee met to decide whether to roll over the current list or start over and it was voted to start over.

**PRP Process** – PRP forms will be distributed prior to the end of the Spring semester. Wilma reminded everyone that they should start looking at program data, trends, making sure SLO data is up-to-date, and having conversations within their departments about PRP information. Forms are due back to the Instruction office through the Dean’s office during September or October 2012.

**Scheduling –** The Fall 2012 schedule is remaining unchanged to meet our FTES number. If the fall election fails, we’ll have to remove approximately 350 sections for Spring 2013. Therefore, registration will be delayed until after the election. Wilma asked that faculty inform their students of the possibility of Spring 2013 class cancellations so students will be aware that they will need to verify that their classes are still available.

**Summer 2012** - Classes must have a minimum enrollment of 20 students.

**Budget** – The discretionary accounts: 230010, 240010, 400010 and 500010 will be cut by 20% for the fiscal year 2012-2013. Our college budget for 2012-2013 will be reduced by over 6 million dollars. Since over 90% of our expenses are salary, there are discussions taking place with the represented and unrepresented union groups related to the restructuring of benefits and possible pay cuts.

**SLO’s** – We need to focus on Program SLO’s; the Course SLO’s are coming along okay.

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**Open House** – Jennifer Nelson asked for participants for the March 9, 2012 CTE Transitions Open House. The Open House will take place from 9:00 am – 1:00 pm.

**Career Fair/Teen Trade Show** – The Boys and Girls Club of Oceanside is holding a trade show on May 18, 2012 from 7:30 am – 2:30 pm. If anyone is interested in participating, they should contact Laura Bunzli at acaillouette@bgcoceanside.org or by telephone at 760-757-8550 ext. 6305.

**Perkins** – The timeline for 2012-2013 Perkins applications will be sent out soon.

Minutes submitted by Donna DeYarman.