Imperial Valley College

ECONOMIC AND WORKFORCE DEVELOPMENT

PERKINS CTEA MEETING

Friday, February 18, 2011
9:00 AM, Board Room

Perkins CTEA Programs	Representatives Present
Economic and Workforce Development	Efrain Silva Patricia Robles Joe Espinoza
Computer Information Systems	Valerie Rodgers
Child Development	N/R
Automotive Technology Automotive Collision Repair	Jose Lopez Ricardo Pradis
Air-Conditioning & Refrigeration	
Building Construction	
Welding Technology	
Fire Science	Tina Aguirre Laura Hartsock
Administration of Justice Correctional Science Peace Officer Standards Training (POST)	Ed Wells
Agriculture	N/R
Other:	Norma Santana

Approved Minutes

1. **Call to Order**
   The meeting was called to order by Efrain Silva at 9:05 am.

2. **Approval of Minutes of October 8, 2010, May 10, 2010, and March 5, 2010**
   TA/VR to approve the minutes of October 8, 2010 (with amendment), May 10, 2010, and March 5, 2010.

3. **Perkins CTEA 2nd Quarter Report (2010-2011)**
   The 2nd Quarter Report was approved by the Chancellor's Office. Total reportable expenditures as of the end of the 2nd Quarter (December 31, 2010) were at a 26.8% (should be at 44%). With encumbrances included, the total is close to 44%; however, only "spent" funds can be reported.

   Efrain Silva stated that all unspent and unencumbered funds as of March 31, 2011 may be reallocated. Please submit all CTEA Activity Funding forms to the EWD Division by March 31st if you plan on spending the funds.

4. **Perkins CTEA Local Plan (2011-2012)**
   All programs that are part of the five-year plan shall submit a budget prioritization form to the EWD Division by March 31st. Patricia Robles will email a blank copy of the form. In a meeting that will be scheduled for April, this committee will review all of the submitted budget prioritization forms and decide which programs and what activities will be submitted in the College's 11-12 plan. Not all programs may receive funding.

5. **Program Stats Matrix**
   A program stats matrix was provided at the last meeting. Some data is for four-digit TOP codes and some is for six-digit TOP codes. Some internal data is different from the Chancellor's Office data. Efrain Silva asked for everyone to review the data for any inconsistencies.

   The employment data is submitted by the EDD to the Chancellor's Office. Efrain Silva suggested surveying students to validate the employment data.

6. **Program Advisory Committee Meetings**
   Efrain Silva reminded everyone that program advisory committees shall meet at least once per semester. Advisory committees are to review the program's curriculum and make recommendations, if necessary. The Perkins plans should be shared with the advisory committees.

   The Local Planning Team (LPT) shall consist if each advisory committee chair, if possible, in addition to other campus personnel.

7. **CTE Building**
   Efrain Silva reported that there have been several meetings with Jimmy Sanders and more will continue to discuss the new CTE building. The departments that have and will be meeting with the architect include POST, AJ, Fire, and Auto Tech. He asked that plans are shared with the appropriate advisory committees. A visit to LA Trade College will occur within the next two weeks; last year instructors visited East LA Training Center.

8. **Applied Sciences Expo**
   Joe Espinoza said that so far there are 22 vendors that have signed up for the Applied Sciences Expo. He added that Reach will be bringing their helicopter once again. Patricia Robles stated that many schools from all over the valley have signed up to bring students on fieldtrips that day. Any programs that would like to have a booth should contact Joe or Patty.

9. **Other**
   <u>Program Review Budgets</u>
   Budgets for CTEA funding were entered in the Program Review budget system; however, they are just a copy of the original 10-11 CTEA budget, and should not be assumed as actual. The amounts will be updated once the 11-12 plan is completed and the budget is created to match the plan.

10. **Next Meeting**
    The next meeting will be scheduled for March 18, 2011 at 9:00 am in the Board Room.

11. **Adjourn**
    The meeting was adjourned at 10:00 am by Efrain Silva.