



CTE Meeting
 9/15/14
 MB 350
 3:00p – 4:00p

Present: Mike McNair, Angela Sellers, Karee Hamilton, Mike Metcalf, Jarrod Bowen, Matthew Wanta, Mary O’Neal, Valerie Karnes, Suzie Ama, James O’Connor, Karen O’Connor, Debra Rundell, Frank Timpone, Lisa Fuller

Absent: Matt Hightower, Annette Hodgins

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to Order	Mike McNair	Meeting began at 3pm.		
2. Approval of Minutes	Mike McNair	Angela will verify previous CTE meeting minutes are uploaded on the CTE G Drive.		
3. Approval of Agenda	Mike McNair			
4. Presentation	Karee Hamilton	Career Exploration Day on 9/25/14 from 10am to 1pm – Requests for all faculty to participate and provide representation from their department. Karee will sent timetable to faculty.		
5. Faculty Chair Reports	Jarrod Bowen	Working on AUP. MOU is completed with Cal City and Bishop for teaching special topics courses. Department is planning to expand in the Inyo and Mono areas. There is a plan to become a part of the 4 th grade Charter Pipeline School in Cal City. Jarrod can provide more detailed information for any faculty who are interested.		
	Mike Metcalf	Faculty are dealing with a lot of changes within the department. Dept Chair is focusing on increasing communication among full time and adjuncts. Three pinning ceremonies are scheduled for December 2014. EMTC hired 2 new adjunct. Enrollment is up at ESCC. HMSV sent Program Review to the Dept Chair.		
	Karen O’Connor	Submitting a full-time position for Paralegal. Department meetings have been held for the semester. DMA enrollment has increased. Business program is developing a brochure. Computer Science is currently not being accepted at the state because it is over 60 units.		

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	Valerie Karnes	Summit has been moved to February. A request is being submitted for an additional full-time faculty. Advisory meeting for KRV is scheduled and recruitment is in process.		
	James O'Connor	Currently facing challenges with the general contractor regarding the roof in the Industrial Arts lab. Dept Chair is continuing to work with M&O regarding this issue. Full-time faculty may receive training to become certified welders.		
6. Discussion Items	Mike McNair	<p>Advisory committees</p> <ol style="list-style-type: none"> 1) Meeting dates should be forwarded to Mike & Angela as soon as possible. 2) Faculty chairs need to provide a list of current Advisory members to Mike and & Angela. 3) Advisory member handbook should be reviewed for any changes. We can reprint as needed. <p>CTE Brochure needs to be updated. Please stop by to review and make any edits if necessary. We will not reprint until the edits are done and verified.</p> <p>2014-15 VTEA Plan</p> <ol style="list-style-type: none"> 1) Targets need to be met according to state guidelines 20% Sept 30th, 44% Dec 31st and 68% March 31st. 2) Additional spending requests/quotes need to be submitted to Angela. 3) Chairs should review the previous and current VTEA budget. If changes to the current plan needs to be made please let Mike McNair know as soon as possible. <p>Mike McNair will be looking into the Santa Rosa JC contract and update everyone at the next meeting.</p>		
7. Future meeting dates		<p>CTE Chair meetings will be held twice a semester or once a month.</p> <p>Faculty Chairs will meet one on one with the Dean once a month. Angela will schedule all meetings and send Outlook invitations.</p>		
8. Adjourned		Meeting ended 4:15pm		

Meeting Chair: Mike McNair

Recorder: Angela Sellers

Open/ Closed