

# **Bakersfield College – CTE Council**

## **Meeting Minutes**

September 13, 2017

3:30-5:30 p.m.

### **I. Call to order**

Stephanie Baltazar called to order the meeting of the CTE Council at 3:32 pm on September 13, 2017 at FACE 16.

### **II. Roll Call**

The following persons were present: Lupe Aguirre, Antonio Alfaro, Stephanie Baltazar, Bill Barnes, Tim Capehart, Leah Carter, Dinorah Castro, Jason Dixon, Pamela Gomez, Jol Jackson, Lindsay Ono, Joshua Ottum, Nancy Perkins, Liz Rozell, Kristopher Stallworth, Cindy Swoboda, Guanghsu Chang, Ayan Hill, Dominica Dominguz, Vikki Coffee, Venessa Reyes, Keston Lyman, Leann Riley, Matt Riley, Aneesha Awrey, John Chicca, Erin Auerbach, Suzanne Tangeman

### **III. Approval of minutes from last meeting**

No minutes to approve

### **IV. VTEA Funding**

- i. 2017-2018 Funding allocations presented to committee
  - a. Funding allocations are now approved and cannot be changed easily.
    - i. Budget revisions need to be completed by second quarter (December)
  - b. BC Total allocation \$620,309 across all programs
  - c. Allocations can be viewed within CTE Staff Meeting PowerPoint 9-13-17 document located on the committee page.
    - i. Budget spending needs to be near completion by 2<sup>nd</sup> quarter (December).
    - ii. Monies need to be spent or will be re-allocated.
  - d. Within the VTEA budget there is funding allocated for professional development activities – Dean Collier has offered to cover expenses for any faculty wishing to attend **CCCAEO Fall 2017 Conference**.
    - i. Faculty are to provide information to CTE on how their attendance will support CTE programs.
    - ii. Conference will start at noon on 1<sup>st</sup> day and end at noon on last day to allow for travel time.
- e. 2016-2017 VTEA budget spending was presented to committee and can be reviewed in the PowerPoint provided on the committee webpage.

- i. Spending shows some monies towards staffing but equal and more spent towards equipment and staff development.
- f. Program reviews were discussed with committee – VTEA requests and needs for funding should be included.
  - i. No longer is there a separate program review for CTE.
  - ii. 2018-2019 Program Review should suggest VTEA funding for items (Equipment etc.)
- g. VTEA activities must support Core Indicators.
  - i. 34 total core indicators
  - ii. Core indicators were handed out to departments and explained where to find them.
  - iii. Negative numbers mean we are not meeting the requirements of the State
    - 1. The State looks at whether students are earning the certificates?
    - 2. Are students pursuing careers in their field of study?
- h. Job placement is supporting CTE to be discipline specific instead of generalized.
  - i. Advisors and Job Developers working together to provide Comprehensive Educational Plans an ensure graduation completion.
  - ii. Job placement is supporting different pathways to include industry and students with events on/off campus.
    - 1. September 19 Direct Recruitment event for Grimmway Farms
    - 2. September 26 Child Development entrepreneurship
    - 3. October 11 Employer Panel – Criminal Justice Pathways
  - iii. Stephanie Baltazar oversees Job Placement
    - 1. Goals of Job Placement are to form partnerships with faculty, students and Industry
    - 2. Job Placement can assist any employer with identifying student candidates for open positions.
    - 3. Job Placement assists students with building resumes specific to their field.

## **V. JobSpeaker Update**

- i. JobSpeaker database is a tracking tool.
  - 1. JobSpeaker as a way to collect information connecting the employer with student. This is maintained by the student as well as staff. We will update even from a Facebook post.
  - 2. Information helps us grow and generate more student data within the different fields.
  - 3. Currently there are over 200 companies within the database

## **VI. CTE**

- j. CTE has a committees page
  - i. Meeting minutes/Plans/Forms available

- k. For CTE to be compliant with VTEA there needs to be Department Advisory meetings held twice a year. This is also needed for Accreditation.
  - i. Meetings should include conversations about curriculum/new trends/what industry needs from students in the workforce/internship opportunities and jobs.
  - ii. Agendas/Minutes/Sign-in sheets and other forms or documents from Advisory meetings need to be uploaded to the Advisory Page. Please submit to Denice McCauley.
  
- l. Internships are discipline specific and to receive credit need to be appropriate to the discipline.
  - i. Internships need to be overseen by an industry specific instructor. CTE Department will handle everything logistically.
  - ii. Internships have had great success – Automotive piloted this and has grown the internships from 8-14 students. All students received job offers at the end of internships.
  - iii. Canvas is a great support to an Advisor. This can be used to collect timesheets etc. from students.
  - iv. Students earn a letter grade for their internships.
    - v. If student is not successful with the internship they will not receive a passing grade.
  - vi. Faculty need to identify students who would be successful in an internship opportunity. Success from internships will build and maintain trust with industry partners.
  
- m. Travel processes were discussed.
  - i. Conference Summary Template located on committee website needs to be submitted after travel.
  - ii. Items related to what needed to be submitted is also on the committees page

## **VII. Strong Work Force Updates**

- n. Allocation for 17/18 \$2.5Million
  - i. 60% of this funding is for local projects and remaining 40% is for regional projects.
  
- o. Faculty were asked to reach out to Dean Collier regarding ideas for new programs or enhancements to existing programs.
  - i. The programs to receive funding from SWF must have industries with available positions and are high paying (\$19/hr).
  - ii. The link to the SWF system is located on the PowerPoint from today's meeting (slide 9)
    - a. Anyone can enter a plan
  - iii. 2016-17 SWF funds are available until January 2018 to be spent.
  - iv. Regional projects are desirable by the State. The projects needs to show new or enhanced ways of teaching.
  - v. Any ideas should be sent to Dean Collier. These projects should also be included in Program Reviews.

## **VIII. Adjournment**

Cindy Collier Adjourned the meeting at 4:52 pm.

Minutes submitted by: Denice McCauley

Minutes moved for approval by: L. Carter

Minutes approved by committee 9/27/17