



CTE Committee Minutes

November 23, 2021 | 1:00 – 2:00 p.m. | Zoom

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

CTE Committee

Voting Members

Vicki Shipman
Melissa Korber
Steve Gunderson
Emerald Templeton
Kristina Whalen
Rajinder Samra
Helena Cruz
Anne Kennedy
Daniel Marschak
Daniel Clearley
Keith Level
Scott Miner

Non-Voting Members

Nan Ho
Stuart McElderry
Amy Mattern
Erick Bell

1. Welcome / Call to Order

- Meeting called to order at 1:05 p.m.

2. Approval of Agenda - 11/23/2021

- Melissa Korber motioned to approve; Anne Kennedy seconded
 - Motioned passed unanimously

3. Approval of Minutes - 10/26/2021

- Melissa Korber motioned to approve; Scott Miner seconded
 - Motioned passed unanimously

4. Action Items from 10/26/2021

- [Charge](#) and [Membership](#)
 - Review updated language and vote
 - Anne Kennedy motioned to approve; Melissa Korber seconded
 - Motion passed unanimously
- Recommendation: College Council Membership (voting position)
 - Melissa Korber motioned to approve; Scott Miner seconded
 - Motion passed unanimously

5. CTE Curriculum Updates - Melissa Korber

- Credit
- Non-Credit
- Apprenticeship
 - *No new updates, previous items are moving forward*

6. CTE Funding - Vicki Shipman

- **LPC Perkins 2022/2023 Application: Comprehensive Local Needs Assessment**
 - Spring Committee Focus / District & Chabot College Collaboration
 - Next Spring, we will be working on the 2022/2023 CLNA with industry partners.
- **Strong Workforce Program**
 - Vicki shared that everyone on the committee has access to the SWP applications, and every discipline is being served with these.
- **Grants Development**
 - California Apprenticeship Innovation Grant
 - We are working on this with Robert Half; it will be tabled until March 2022 due to legal department obstacles (acceptance of funds from grant) so we will not make the December deadline.



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7. CTE Outreach Updates - Anne Kennedy and Helena Cruz

- Anne Kennedy shared they were able to attend two high school fairs in-person and they are working on new videos for CTE programs and marketing for them as well.
- Helena Cruz mentioned they are doing some research on our fact sheets and will recreate the template along with 25th Communications to make them more interactive and include videos.
- Planned launch date for fact sheets is end of January 2022
- Melissa Korber shared she uses her program review to help create her program's fact sheet.
- Kristina Whalen mentioned West Ed's "Opportunity Maps" and shared that they may be like the fact sheets.

8. Career & Employment Center - Vicki Shipman & Stuart McElderry

- We are going to retain the TVCC, it is moving forward but it is currently held up in HR due to questions about job descriptions and reporting relationships; one to student services and the other to academic services.

9. Other Business

- Fall Flex Day Presentations
 - **CTE Potluck** - Scott Miner
 - Scott shared a recap from his Flex Day session. He mentioned he had about 15 CTE experts share challenges and success stories in their departments.
 - **Economic and Workforce Development Strategic Plan** - Emerald Templeton
 - Emerald shared a recap from her Flex Day session. She noted that there were 33 attendees in the session that was co-facilitated by West Ed and our consultant highlighted some of the goals and strategies from the EWSP, shared a SWOT analysis, and discussed the positionality of our college.
 - Discussion: Grants Development Position - Vicki Shipman
 - Vicki shared that our college is at a deficit not having a grants development / grants writer position.
 - Amy Mattern – put it through the prioritization process?
 - Scott Miner – existing job description in Transfer Center?
 - **Winter Recess Assignment**
 - Review 2020/2021 [Comprehensive Local Needs Assessment](#)

10. Adjournment

- Meeting adjourned at 2:05 p.m.

11. Next Regular Meeting – Tuesday January 25, 2022, at 1:00 p.m. Happy Holidays!