

CTE Dean's Proposal Meeting

Agenda

September 30, 2010
3:00pm-5:00pm
Morris Conference Room B

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|---|---------------|
| 1) CTE Additional Funds Discussion | Mark Anglin |
| a. \$12,476 held back/\$112,283 for proposals | |
| b. Unspent Funds 09-10 Discussion (handout) | |
| 2) CTE Items of Importance | Mark Anglin |
| a. Equipment Purchases-“Red Federal funded sticker” | |
| b. Advisory Team-Community Members | |
| c. CTE Newsletter vs. Qtrly. Report | Melissa Beach |
| 3) Deadline for ALL Expenditures (2/28/10) | Mark Anglin |
| <i>(Next Proposal Mtg. approximately 4/15/11)</i> | Melissa Beach |
| a. Importance of spending all funds-aligned with CTE Local Plan | |
| b. Properly Figuring Salary/Benefits | |
| c. Encumbrances (Don't leave unspent) | |
| 4) BBSS-\$60,000 Plan for Use? | Ken White |
| 5) Spring CCCAOE Conference 3/23-3/25/11 | Mark Anglin |
| Marriott Oakland City Center– Confirm Attendees | |
| 6) Announcements: | Melissa Beach |
| a. JSPAC Conference – 11/30-12/1/10 | |
| b. Fall CCCAOE Conference – 10/27-10/29/10 | |
| 7) CTE Proposals | CTE Deans |
| 8) Other | |



Modesto Junior College
CTE Proposal Meeting

September 30, 2010

Morris Conf. Room B

3:00PM-5:00PM

Present: Mark Anglin, Melissa Beach, Carol Lancaster-Mingus, Maurice McKinnon, Brian Sanders, John Sola, Adam Weber, Ken White

1. CTE ADDITIONAL FUNDS DISCUSSION

A. Proposal Amount-The funds available for proposals at this time are \$112,283 and we will hold back the 10% (\$12,476.) 24 proposals were received for a total request of \$332,187.

B. Unspent Funds 09-10 Discussion-A handout was provided showing amounts of money left unspent in certain CTE areas. We did much better last year, however, we still had \$35,565 unspent and the goal is to fully expend our CTE funds each year. Most unspent funds are in the salary categories due to incorrect calculations. You can obtain accurate figures of salary and benefits by contacting Rosanne Faughn or Maria Budget for labor distribution reports. Also sometimes funds are left encumbered in open PO's. A good way to avoid that is a calendar reminder to yourself in March or April to email Howard Coit to release the funds in your open PO and then either spend your funds or have them swept. The largest portion of unspent funds was Early College salary that was able to be charged back to another grant, but unfortunately it was after the spending deadline. Melissa Beach will check with Early College to see if this is a possibility for the 10-11 year and if so, plan accordingly. CTE deans were reminded to spend all of their funds as soon as possible. We will meet again in April 2011 to go over any unspent funds and make plans for expending remaining monies.

2. CTE ITEMS OF IMPORTANCE

A. Equipment Purchases – Mark Anglin explained that equipment purchases go through our District inventory. When we use federal funds (CTE) we need to receive the green YCCD sticker AND the red “Federal Funds” sticker from District to place on our equipment. This is a requirement and needed for audit purposes.

B. Advisory Team Community Members – Melissa B. mailed out postcards inquiring if community advisory members wished to remain on the Advisory Team and/or if they could suggest names of other individuals who might be interested. We have been experiencing very low turnout in participation of our annual CTE Advisory Team meeting and we need to increase our membership. Out of 15 industry representatives only 5 responded with a ‘yes.’ Mark A. asked for each dean to get an advisory member from each of their CTE programs to join our team. He also stressed the importance of meeting with their advisory groups regularly and including them in the local application, planning, proposal and purchasing processes.

C. CTE Newsletter vs. Quarterly Report – Melissa B. reminded deans that she will still be requesting quarterly reports in regards to their CTE expenditures for the state reporting, (9/30, 12/31, 3/30 and 6/30) and she is now requesting additional information: announcements, pictures, program improvement information, etc., essentially anything they would like featured in our new quarterly newsletter which is posted on the new CTE website. The state quarterly report is very limited in the wording area, but the newsletter can be much more explanatory.

3. BBSS-\$60,000 Plan for Use – Ken White reported most of the \$60,000 additional annual CTE allotment his area received has been spent. He purchased updated software for his Computer Graphics labs. He is also hopeful to purchase new phones for the Office lab if that funding doesn't come from the Founder's Hall project FF&E's monies.

5. CTE Proposals – Mark A. stressed the importance of completing the proposals with the proper rationale correctly if expecting to be funded. The form requires the following information: brief description, how request addresses the Local Plan, what Core Indicators are addressed, Advisory Team input, how this will assist them in meeting current programmatic needs or in new program development, what impact it will have on meeting the MJC strategic goals, anticipated outcomes assessment plan, feasibility of project completion and other. He added if any proposal criteria areas were left incomplete, before being funded, they need to be completed and resubmitted.

Those present shared their proposals and the following dollar amounts were distributed to each of the following programs (*see attached proposals grid*): Animal Science & Ag Mechanics-\$35,296, Dental Assisting-\$1,078, TV & Journalism-\$6,000, Culinary Arts-\$20,000, Engineering & Architecture-\$2,000, Fire Science-\$24,325, Auto Tech & Electronics Tech-\$25,200 for a total of \$113,899.

Action Item:

- Complete missing information on proposals and forward to Melissa Beach.

WHO: Maurice McKinnon

WHAT: Complete missing information on proposals and forward to Melissa Beach.

WHEN: 10/4/10

Action Item:

- Prepare grid listing all chosen proposals with dollar amount, criteria listed.
- Get account numbers from deans and prepare transfers.
- Contact Early College regarding possible unspent salary for 10-11.

WHO: Melissa Beach

WHAT: Prepare grid listing all chosen proposals with dollar amount, criteria listed. Get account numbers from deans and prepare transfers. Contact Early College regarding possible unspent salary for 10-11.

WHEN: 10/7/10

MEETING ADJOURNED