

2019 - TUESDAY, OCTOBER 15

1. Faculty travel funding request – Nick discussed the flowchart for this process and reminded attendees that:
 - 60 days prior for out of state travel & 45 days for in state travel
 - Instructional Dean approves, CTE office validates and verifies, VP has final decision
 - You will get confirmation that you can purchase your tickets from the CTE office
 - You need to turn in your receipts within 2 weeks but immediately in June to ensure processing in the appropriate fiscal year. Past June 30, the CTE office cannot reimburse.

2. Equipment funding request – Nick discussed the flowchart for this process and reminded attendees that:
 - Local year 1 and year 2 strong workforce is complete. Year 3 is in progress and funding is still available! Year 4 is starting for programs finished with year 3 or who did not participate in year 3 funding but nonetheless qualify
 - Regional funding for strong workforce – refer to your manager
 - Perkins funding – All 2019-2020 expenditures must be in LACOE/BEST by February 29th to ensure that they are processed, received, and paid for.

3. Hourly employment request – Nick discussed the flowchart for this process and reminded attendees that:
 - Applicant and office hiring must complete the steps outlined.
 - The individual cannot start working until approved by the board of trustees.
 - Blue time card is used to justify time and effort

4. LAOCRC program approval – Nick reminded attendees of the process and demonstrated the website online:
 - Please follow the steps outlined on their website <http://www.laocrc.org/>
 - Here is the current link <http://www.laocrc.org/media/page/10/Final%20-Program%20Recommendation%20Process.pdf>

5. Perkins deadlines – Nick reminded attendees of the following deadlines:
 - Equipment and supplies purchases for 2019-2020 in LACOE/BEST system by February 29, 2020
 - Perkins final reports 2019-2020 due to CTE office by May 8, 2020
 - Perkins local applications 2020-2021 due to CTE office by April 24, 2020
 - Perkins local IPII applications 2020-2021 due to CTE office by April 24, 2020

NEXT MEETING – February 18th, 11am in ME1