

Cerritos College - TOP Committee Meeting Minutes

February 17, 2026 - 11:00 am – 11:45 pm | Zoom

Perkins and Strong Workforce: The meeting focused on fiscal timelines and upcoming application cycles for Perkins V and Strong Workforce. Deadlines for requisitions, expenditures, and final reports were reviewed. Members were reminded of compliance requirements and fiscal year close-out expectations. There were minimal questions. Upcoming Perkins and Strong Workforce application timelines were presented, including funding priorities tied to Core Indicator improvement and regional alignment. Programs were encouraged to begin planning early as the applications will be close to identical unless we are directed otherwise by the chancellor's office. No major concerns were raised.

CLNA Report: A summary of CLNA findings was presented. Overall program performance remains strong, with noted opportunities related to equity visibility, industry alignment, and advisory practices. The findings will inform funding priorities and professional development. No additional feedback was received from the committee.

Conference and Travel: Travel procedures and conference approval timelines were reviewed. Emphasis was placed on advance approvals if the exact date of the conference is unknown to ensure we meet the timelines and timely reimbursement submission before fiscal year close.

Use of Funds: Allowable uses of funds were briefly reiterated in a discussion. Laptops, adult hourlies, travel, etc. Were discussed.

Advisory Committees: Advisory committee requirements, documentation expectations, and the need for improved meeting quality were reviewed. Members were informed that professional development will be offered. The committee was informed that this year's Advisory Breakfast will be replaced with a virtual professional development session on industry engagement led by Kevin Fleming to reduce cost and increase engagement.

Work Experience documentation procedures were clarified as members asked questions, including digital and optional paper submission requirements to Admissions and Records. Deans were reminded that they need to check for compliance.

The meeting concluded with no additional business.

Next Meeting: Fall 2026 – TBD.