

## **Cerritos College – TOP Committee Meeting**

**Date:** Tuesday, September 16, 2025

**Time:** 11:00 am – 12:00 pm

**Location:** Via Zoom

**Perkins V 2025-2026** - Nick opened the meeting with an update on Perkins V for 2025-2026. He said that the last day for requisitions to be submitted in the BEST System will be Friday, February 27, 2026. He reminded the committee that all supplies and equipment must be received and invoiced by June 15, 2026, and all expenditures are due to the CTE Office by the same date. Nick mentioned that if items are not received and invoiced by the deadline, the expenditure will be charged to the next Fiscal Year allocation. This would result in a lower award in the following year for the delinquent department. He added that the CTE Office will send out an email regarding the Final Report requirements if any are needed.

**Perkins V 2026-2027** - Nick then spoke about Perkins V for 2026-2027. He said that the application will be released in April 2026 or as soon as the Core Indicator Reports are published by the Chancellor's Office. He noted that applications will be due to the CTE Office by Friday, May 1, 2026, and reminded the committee that the basis for funding is the improvement of Core Indicators, nothing else.

**Strong Workforce 9** - Turning to Strong Workforce Round 9, Nick mentioned that the last day for requisitions in the BEST System will also be February 27, 2026. He said that all supplies and equipment must be received and invoiced by June 15, 2026, with all expenditures due to the CTE Office on that same date. He reminded the group that items not received and invoiced by the deadline will be charged to the following year's allocation, and that the CTE Office will send an email about Final Report requirements.

**Strong Workforce 10** - Nick continued with Strong Workforce Round 10. He said that applications will be due to the CTE Office by Friday, May 1, 2026. He noted that projects will begin July 1, 2026, and conclude on June 30, 2027. He explained that the basis for funding is tied to providing "more" and "better," in alignment with Los Angeles County's Regional Plan.

**Conferences** - The discussion then shifted to conferences. Nick reminded the committee about the CTE P3 Travel Procedures and emphasized that requests must be submitted at least 30 days prior for in-state conferences and 60 days prior for out-of-state travel. Kathy said that for Perkins-funded out-of-state travel, the Perkins Out-of-State form must be submitted and approved by the Chancellor's Office before local approval is granted so do it way ahead of time. She added that conference reimbursements should be submitted as soon as possible after attending, since any submitted after the fiscal year closes cannot be reimbursed through Perkins or Strong Workforce funds.

**Advisory Committee Meetings** - Nick said that advisory committee meetings must continue to be held twice per fiscal year, once in the Fall and once in the Spring. He reminded everyone of the templates available on the CTE website and how the first meeting is meant to reflect beginning of school year activities and the second one more about how we did in that given year. He mentioned that MS Teams is now being used for uploads and encouraged members to contact Liliana with any questions.

**Work Experience** - Nick also provided an update on work experience. He said that all documents from the student work experience folder must be sent digitally to Admissions & Records for documentation purposes. This is a faculty requirement that the supervising dean need to ensure takes place. He referred members to sample forms available on the Cerritos Auto website. He said that you can customize them to your needs. The most important it to bring them to A&R or email it to them to ensure they are attached to the student's record.

**Advisory Breakfast** - Finally, Nick announced that the upcoming Advisory Breakfast will feature Dr. Kevin Fleming as the special guest speaker by popular demand. Since many faculty found the time we meet to be inconvenient, we will use Zoom for the next meeting. He said that Dr. Fleming will share insights on the Comprehensive Local Needs Assessment (CLNA) process in addition to his presentation. Nick mentioned that the breakfast will be held online to make it accessible for everyone and encouraged participation.

**Next Meeting** - Nick closed the meeting by reminding the committee that the next TOP Committee meeting will take place during the Spring Semester on Tuesday, February 17, 2026 also on Zoom to increase participation.