

**Cerritos College – TOP Committee Meeting Minutes**  
**Tuesday, February 18, 2020 – 11:00 am to 12:30 pm**  
**Location ME-1**

**1. Perkins V – Guest Speaker Robin Harrington**

Robin informed the group of the changes coming to Perkins. She presented to the group the overall purpose of the grant, the changes in structure from 4 to 5, the local requirements of the act, the allowable and non-allowable expenditures, and the state view.

**2. Travel and Conference – Reminder**

Kathy reminded the group that Conference Requests forms must be submitted and approved prior to attending any conference. Note that Fiscal Services requires itemized receipts for all meals to be fully reimbursed up to \$60 per day. Uber receipts must show payment and how it was paid: card #XXX, Apple Pay, etc.

**3. LAOCRC Program Approval**

Nick reminded the group that as the program approval process changes; it is worth checking the website <http://www.laocrc.org/> when starting a new program. If you have any questions, Andrew Maz has volunteered to help. You can also contact Nick.

**4. Perkins Deadlines**

Kathy reminded everyone of the following deadlines:

- Equipment and supplies purchases for 2019-2020 in LACOE/BEST system by February 28, 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.

- 5. Advisory Breakfast** – Nick reminded everyone to send the digital card to your Advisory Committees members and to let Kathy know who is attending. This will ensure that we have a tag ready for them. The breakfast is on Thursday, March 26, 2020

*NEXT MEETING – October 13, 2020, 11am in ME-1*