



**Cerritos College - TOP Committee Meeting**  
**Friday, December 3, 2021 – 10:00 am to 11:00 am**  
**Location via Zoom:**

**1. Perkins V:**

- a. Deadlines:
  - Requisitions must be in the BEST System by February 28, 2022.
    - All requisitions must be in the system by deadline.
  - Last pay period for Adult Hourly Staff is June 30, 2022.
    - Time cards must be submitted to the CTE Office and Payroll by the deadline.
- b. Review of current projects.
  - Update on expenditures will be sent out next week.
- c. Application for 2022-2023 available in March 2022, and expenditures may begin July 1, 2022.
  - We are currently awaiting final approval of the application from the Chancellor's Office and will have them available asap.

**2. Strong Workforce 5:**

- a. Deadlines:
  - Requisitions must be in the BEST System by February 28, 2022.
    - All requisitions must be in the system by deadline.
  - Last pay period for Adult Hourly Staff is June 30, 2022.
    - Time cards must be submitted to the CTE Office and Payroll by the deadline.
- b. All expenditures must be completed by June 30, 2022, no exceptions.
  - SWP now has shorter deadlines for expenditures, so all deadlines must be adhered to.
- c. If you are not planning on spending all of your project funds please let the CTE Office know by January 31, 2022, so the funds can be reallocated to other CTE Programs.
- d. List of current projects.
  - Update on expenditures will be sent out next week.

**3. Strong Workforce 6:**

- a. Applications available in March 2022, and due to the CTE Office by May 31, 2022.
  - We are currently awaiting final approval of the application from the Chancellor's Office and will have them available asap.
- b. Expenditures to begin July 1, 2022
- c. Strong Workforce 6 ends June 30, 2023.

**4. CTE Program Reports:**

- a. Available January 2022
- b. Deadline to CTE Office April 30, 2022.
  - The information should be moved into eLumens next year, so this should be our last year of the CTE Program Reports. Will keep the TOP Committee informed.
  - Reminder this a requirement of the Chancellor's Office for all CTE Programs.

**5. Adult Hourly Staff:**

- a. Rehire list must be completed and submitted to the CTE Office by April 30, 2022 for the 2022-2023 academic year, and approve before they may begin working.
  - List will be sent from the division office to the CTE Office for processing. An email will go out to the division dean and staff.

b. New hires must be processed and approved by all before they can begin working.

**6. Conferences:**

a. In-Person:

- Conference Request form required and approved 30 days before conference.
  - Prepaid conference must be received at least 45 days in advanced to ensure payment can be made by Purchasing and Accounts Payable.
  - Please submit your conference directly to the CTE Office because we are having issues with adobe sign. We need for you to fill out the form save and send, do not sign or use adobe sign. The CTE Office will forward it to the person attending the conference and the appropriate managers for approval. You will get a completed form once everyone approves.
- No out-of-state travel has been approved as of today, if that changes the CTE Office will notify the CTE Programs.

b. Online:

- Conference Request form required 30 days before the online conference.
  - Prepayment of conference we need to have at least 45 days in advance to ensure payment can be made by Purchasing and Accounts Payable.

**7. CTE Road Maps:**

- An email will be sent out on instruction on how to update your current road map pages to be inserted into the new CTE Road Map Booklet.

*NEXT MEETING – Spring of 2022*