

## 2017 - Tuesday, February 15

- Reminder of requirements for advisory committees: two meetings per fiscal year, must provide a sign-in sheet, agenda and minutes to be turned in to the CTE office as soon as they occur, have a minimum of 3 industry representatives.
  - Failure to submit required documents will result in no funding for 1 year
- The TOP Codes and Department chair list was verified
- Dates and Deadlines for Perkins were discussed
  - Local Application 2017-2018 – April 7, 2017
  - IPII Applications 2017-2018 – March 31, 2017 (Awards announced by June 15, 2017)
  - Final Report 2016-2017 – May 5, 2017
  - Expenditures – April 15, 2017
- Conference and travel guidelines for Perkins were discussed
  - 30-day minimum for out-of-state travel
  - All paperwork must be submitted within 30 days after meeting/conference
- Announcement that CTE Program Reports were due February 21, 2017
- Resources available for the Strong Workforce Program were discussed
- The date for the 2017 Advisory Committee Members' Recognition Breakfast was announced, April 13, 2017

### References:

- [Doing What Matters](#)