



CTE Chairs Agenda

September 15, 2020

Zoom

1:00pm



Office of Economic Development and Workforce Education

Los Angeles City College | 855 North Vermont Ave | Los Angeles, CA 90029 | (323) 953 – 4000 (ext.2594)

- **Purchase Orders**

- Office of Economic Development & Workforce Education (EDWE) informed CTE Chairs that the deadline to submit purchase orders is Friday, November 13, 2020.

- **CTE Survey**

- Victor Facio provided CTE Chairs Fall 2020 CTE Survey updates and steps for students to complete mandatory survey.

- **Unclassified Assignments**

- EDWE informed CTE chairs to submit all Fall 2020 unclassified assignment requests if they have not done so yet.
- EDWE informed CTE Chairs that unclassified employee work hours must not overlap class hours.
- EDWE informed CTE Chairs to submit Spring 2021 Unclassified Assignments new hire requests with plenty of time for processing/approval.

- **Faculty & Staff LACCD Survey**

- Dr. Rivera instructed CTE Chairs to inform staff and faculty in their department to complete LACCD Employee Experience Survey.
- This LACCD survey will help understand the experiences of the academic and classified employees, as we begin the Fall semester working in a remote environment.

- **Advisory Board Reminders**

- Cassandra K. informed CTE Chairs that she is a resource for CTE Advisory Boards and to contact her if they need assistance.
- Cassandra K. informed CTE Chairs that it is recommended that CTE Advisory Board Meetings should take place by May of 2021.

- **Apprenticeship**

- EDWE Discussed the new Apprenticeship Program.
- EDWE introduced Apprenticeship Program Coordinators Alexis M. and Alysha M.
- EDWE asked CTE Chairs to inform EDWE for connections to apprenticeship opportunities and to inform students that we can help with providing equipment and materials, as long they are in an approved apprenticeship program.