**Steering Committee Meeting**

**December 19, 2014**

**Merced College**

**Meeting Notes**

1. **Welcome and introductions**
2. **Review of notes from October 21 meeting** – There was no new notes.
3. **Sandra Sisco, Director & Technical Assistance Provider, Contract Education** – Sandra Sisco wants to be an open resource for all the colleges in our region. Please contact her at SSisco@MtSAC.edu for any questions regarding contract education or to conduct a survey about contract education. If you would like to join her distribution list, please email her. Sandra will be hosting a webinar on January 23rd at 10:30 about training opportunities, please email her for more information.
4. **Program endorsement –** A motion was set by Jim Andersen to admen item B, on the steps for program endorsement document (the 7 votes), and replace it with that a non-response to the voting process is interpreted as a yes vote. There was a unanimous decision to approve this motion. All votes will be documented and if there are votes to not endorse, then an explanation is required and will be forwarded to the program contact.
5. **Review of CRC budget and work plan** – Contact Sumeet Malhi with ideas on how to spend CRC’s funds on events and sponsorships for the region’s colleges.
6. **Lunch**
7. **CTE funds local and regional share –** In order to begin the collaboration process between colleges, it was decided that the CRC website will be used to post new project ideas. These project ideas will include a brief summary of the project and the contact information of the person in charge of that project. To access these forms go to our website ([www.crconsortium.com](http://www.crconsortium.com)) and the forms are located under the CTE Enhancement Funding tab. The response sheet is in a protected Google Sheets file, and is filtered by sector. This sheet will be updated as people complete forms for each of the CTE programs that they are interested in collaborating with. A deadline of January 23rd was set to submit new project ideas.

It was discussed that there is no need for additional review for the regional share of the CTE Enhancement Funds.

1. **Planning meeting on February 6th update** – The planning meeting will be scheduled for late February. A doddle will be sent out with meeting times and dates.
2. **Adjourn** – The meeting was adjourned at 2:24 pm.