

3-14-12 LCTEAc meeting

Present:

Ron Betts, Don Petrilli, Steve Lomba, Vina Cera, Nick Kyriakopedi, Leslie Blackie
guests:

Ying Liu, Leshawn Fitch (working on jobs, career-business)
kathryn from Green Jobs

Discussion of Career Fair to be held on 4/28

- Yin coordinator for 4/28 events
 - has survey for participants to better coordinate event
 - there are 10 hrs for zz time (50% extra serv time) - 10 hrs/dept. allotted in Tech Prep Grant
 - ? raised as to how \$ will be spent under current spending deadlines
 - e.g: printing is a purchase
 - not clear if we have until the end of school year?
- what are deadline dates for templates for brochures - depts responsible to get content to coordinator
 - they will be individual dept. brochures
 - jenelle (spelling?) in green jobs will handle them - Peter Crabtree supposedly has the original templates
- Questions for survey:
 - 1) intend to participate
 - 2) want to open shop/facilities for tour or demos
 - 3) do you just need a table for display
 - 4) do you need new/updated brochures
 - 5) what other equipment is need from committee for event
- Deadline dates** - survey out by 15th - responses by 19th
 - give own design if don't like template design
 - will be 4-color brochures
 - 8 1/2 by 11 - letter fold - CMYK process color
 - brochure content by 3/23??
 - designs approved by 4/7, at printers by 4/10, printed by 4/25
 - best prices at 8, 12, 16 depts.
 - Kathryn would like to have one large brochure, but not very practical
 - ea dept gets its own color and with 2 pictures
 - could have some of the run be 11 1/2 by 17
 - 2ndary survey for brochure content? not practical
 - ea dept will send out the info / content for the brochures
 - not all depts have ability to do their own, so should be prepared to offer some help
 - how do we actually reach everyone if they don't use peralta email
 - Ying will get working emails for all CTEAC chairs for emails
 - don will query printer for cost

2. Contest for students for poster/flyer

- \$100. prize - ready by Fri., 3/30

- Don will assign this by tomorrow
- Louis will be paying for this on his own

3. 4/5 or 6th ~ get posters & flyers printed - 20 x 26 = usual size

- Ying & Kathryn will work w/Don on content for posters

4. Future business:

- good idea to get a Laney CTE logo