

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