

LCTEAC Meeting

4-25-12

Present: Ying, Don, Louis, Nick, Lashaune, Vina, Rich, Ron, Steve, Leslie, Katherine

1) There is ZZ time for helpers at Career Fair

- ? budget for this? \$513/dept.. maybe - trying to get more funds from Susan May
- 15 depts are participating
- Louis will send email to all dept's participating: \$ divvied equally among dept's
- who will do PA's - maybe try to get Fang some help - maybe dept chairs, who'll be responsible for distributing them to staff volunteers
- how will check come - separate or end of yr check??

- Kudos to Ying & Lashaune for putting the Fair together
 - also to Don for brochures
 - ? brochures arriving? maybe Friday - we'll be picking up or they'll deliver
 - from Autumn Press in Berkeley

_Presentation boards ready this afternoon

- ~ 23/30" working space
- picked up at Wood Tech - G150
- no casters on them yet
- use double stick painter's tape to place items

- Rich reported that high school visits will take place May 21-24 (Wed & Thurs.) - 1st 2 weeks in May are preempted by testing

- no citations on Saturday for parking - so free parking in lot

- where do volunteers go for orientation? to Carpentry area
- registration at F170
- need runners to deliver lunches
- have a volunteer table
 - list of stuff to do at volunteer table
 - Katherine will staff central table - also Roxanne Rivas
 - 510-684-6988 - her # for help with deployment
- will also have a good map to show folks where to go
- Don's volunteer will be entertaining - needs speakers
- pick up stuff at registration table
- maybe David Hanks will be able to take photos - he came in and said he'd approach Peter Crabtree for the assignment
- Ron printed signs for 'day of'

- Bistro will be setting out lunches - delivery only if can't get to Bistro
- from 11:30 - 1

- volunteers will have name tags made out or sent out in a kit to each

510-338-2039 - Ying's cell

- tables chairs at a premium because several events going on at the same date/time
- will do a table with all the new brochures at the general registration area

- custodial will be brought online for cleaning before/after
- will bathrooms be open? Louis will make sure they're all open
- get extra bags for garbage

- non declared students have been informed, and then all others will also get emails to their Peralta emails

- we'll plan to have a follow-up meeting and have a record of experience
 - have a data base of all students, schools, etc., and send them a thank-you's
- Ying: can have a party after? No decision

- next & LAST meeting is 5-9-12