Skyline CTE Committee Meeting

September 15, 2026

Start Time: 2:15 PM
End Time: 4:02 PM

Voting Members in Attendance:

1. Soledad McCarthy (Chair, BEM, Hospitality)
2. Dean Kane Kane (Co-chair, BEPP Dean)
3. Tony Viertel (Accounting)
4. Sam Sanchez (Digital Media & Design)
5. Tina Watts (ECE)
6. Teresa “T” Barnes (Surgical Tech)
7. Nancy Kaplan-Biegel (Journalism)
8. Jill Rizzo (Esthetics & Cosmetology)

Non-Voting Members in Attendance:

9. Evangeline Gorostiza (Student Ambassador)
10. Lauren Reyes (Student Ambassador)
11. Brendan McKittrick (Student Ambassador)
12. Tiffany (Barbering, Cosmetology, & Esthetics)

Agenda:

1. Welcome and Introductions
2. CTE Day
3. BACCC Data Outcomes – Dean Dean Kane Kane
4. CTE 2-year Program Review
5. Program updates

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1. Welcome and Introductions

- Tony moved to approve the agenda
- The motion was seconded/approved by Jill
- Agenda is approved by all members

- This is a standing committee/each member holds a vote for their respective departments
- Welcome introductions

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2. CTE Day

- CTE Day is entering its 13th year and now serves approximately 200–300 high school students.
    - Date/Time: Friday, November 6, 9:00 a.m.–2:00 p.m.
- **The event will include:**
    - High school students visiting campus.
    - A guest speaker.
    - Two workshops:
        - Workshop #1: 11:00–11:45 a.m.
        - Workshop #2: 12:55–1:40 p.m.
    - Lunch between workshops.
- **Approximately seven high schools are expected to participate:**
    - El Camino
    - South City
    - Westmoor
    - Terra Nova
    - Capuchino
    - Oceana
    - Jefferson
    - Half Moon Bay was also mentioned as a possible participant.
- **Program participation:**
    - Programs are asked to help table during the event and may involve their students.
    - Student Ambassadors will assist, including with tours and keeping visiting students on schedule.
    - Programs are encouraged to identify workshops they can lead.
    - Surgical Technology will offer two workshops.
    - Grace will lead the Hospitality workshop.
    - Programs should share questions, concerns, and workshop ideas with Soledad.
- Event materials: Swag will include tote bags, T-shirts, and other materials.
- Programs will be notified once commitments from the high schools and workshop details are confirmed.
- Tina Watts has a scheduling conflict with the event.

- CTE Day is funded through Strong Workforce, SPWD, and BEPP.
    - Additional planning ideas included having students help create a CTE Day logo.
- **Employer Participation:**
    - The committee discussed whether employer partners could participate without completing the standard volunteer paperwork.
        - Dean Kane Kane will clarify this with Carol.
- **Community College Resource Night:**
    - Date: Thursday, October 15
    - Location: Serramonte Mall
    - Albin sent out an RSVP.
    - Programs that cannot attend may provide Soledad with flyers, swag, and printed materials so their programs can still be represented.

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3. BACCC Data Outcomes – Dean Dean Kane Kane

- **CTE Representation and Institutional Understanding:**
    - Dean Kane Kane discussed concerns that the college often evaluates programs through a traditional 3-unit lecture-course model, which does not adequately reflect many CTE programs because of their laboratory components.
    - CTE and STEM programs are among the smallest program areas.
    - The executive committee generally does not have extensive CTE experience, with Lauren (not the Student Ambassador) noted as having experience working with SPWD.
    - The committee provides an opportunity for CTE representatives to bring forward program-specific concerns and receive support from other CTE programs.
- **Regional CTE Coordination:**
    - A regional CTE meeting is scheduled for October 2 in Burlingame.
        - The meeting will bring together regional leadership to discuss CTE and funding.
    - Programs can propose needs through the regional process, with support from other colleges required for certain requests.
    - Regional discussions also consider competition among programs and how CTE should be coordinated across the district/region.
- **Data, Wages, and Program Outcomes:**
    - The Centers of Excellence provided a general report examining median wages in the county compared with the living wage.

    - Programs that are primarily certificate-based and have limited transfer opportunities may face additional scrutiny if graduates do not earn wages above the county median.
    - Alumni connections are important for obtaining employment and wage data.
    - The committee discussed the importance of accurate data and documentation to demonstrate program outcomes and support continued funding.
    - More than 1,000 certificates have been awarded to students through CTE programs.
- **Funding and Budget:**
    - Dean Kane noted that district budgeting is becoming more constrained.
        - Healthcare costs have increased, affecting available funding.
    - The district can generally expect approximately $100 million annually, but increases in costs do not necessarily result in increased revenue.
    - The focus is increasingly on load efficiency, fill rates, and responsible spending.
    - CSM and Canada were described as having exceeded their budgets, while Skyline remained within its budget.
    - Strong Workforce grants operate on a 3-year cycle. If funds are not fully spent during the first year, there may be an effort to spend them during the second year.
    - The committee discussed maintaining a record of budget priorities and previous requests so that program needs can be carried forward from year to year.
        - Soledad noted that SPWD has committed to carrying this information forward.
- **Cross-Campus Collaboration and Recruitment:**
    - Nancy Kaplan-Biegel raised concerns about attracting additional students without competing with other campuses.
        - Dean Kane recommended cross-advertising and outreach among campuses.
            - He suggested that programs across campuses identify areas of specialization so that campuses can work together rather than compete for the same students.
- **Apprenticeships:**
    - The district currently does not have someone specifically responsible for apprenticeship, which was identified as a concern.
        - The committee discussed the increased availability of apprenticeship funding for community colleges.

- **Advocacy and CTE Visibility:**
    - Tony Viertel raised the concern that the compressed calendar creates challenges for CTE and STEM programs.
        - Tony can bring this issue to District Academic Senate to ensure CTE is accurately represented.
    - Committee members emphasized the importance of ensuring that CTE voices are represented at Academic Senate, district meetings, and the Board.
    - Members can use public comment opportunities to raise CTE concerns and advocate collectively.
        - Board presentations can also highlight successful CTE projects and their impact on students.
        - Student participation in Board presentations was encouraged as a way to demonstrate program impact.
    - The committee discussed developing a stronger CTE marketing strategy across campus.
        - One idea was to submit Skyline Shines stories about CTE workshops and activities to increase campus and Board awareness and provide the President with information for Board reports.
        - Industry participation and input were identified as important ways to strengthen CTE programs.
- **Equipment and Shared Resources:**
    - The committee discussed creating a process for instructional equipment requests that could benefit multiple programs.
        - An example was given of shared equipment needs across Surgical Technology, Respiratory, and Allied Health.
        - Dean Kane advised members to send him an email regarding potential shared equipment requests.
    - The committee also discussed maintaining previous budget meeting minutes as a reference for prioritizing future program needs.

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3. CTE 2-Year Program Review

- **Perkins and Program Review Requirements:**
    - Dean Kane recommended dedicating one committee meeting primarily to Perkins so members can better understand its rules and requirements.
        - Understanding the relationship among Perkins, Strong Workforce, and instructional equipment funding is important when determining how funds can be allocated or reallocated.

    - Perkins has specific funding requirements, including a 3-year rule.
        - Ongoing support that does not meet Perkins requirements can result in penalties to the college.
        - Funding must appropriately support areas such as accreditation so programs can remain in compliance.
- **2-Year Program Review/CPR:**
    - Program CPR evaluation is part of the Perkins requirements.
    - The committee needs to determine how extensive the two-year CPR cycle should be and what additional discussions should be incorporated into the process.
        - Committee members need to understand Perkins requirements so they know what responsibilities they have during program review.
    - Accurate data and literature/research reports are necessary to demonstrate the connection between program review and the funding received.
    - Some CTE faculty may be involved in a Perkins program review without fully realizing it.
        - The committee emphasized the importance of having CTE representatives involved in discussions and decision-making where CTE processes are being addressed.
- **CTE Faculty Responsibilities:**
    - CTE faculty have responsibilities that may not apply to other faculty, creating additional workload concerns.
    - The committee discussed presenting a unified CTE position to AFT regarding the need for special consideration of CTE faculty responsibilities in the faculty contract.
- **Advisory Boards:**
    - CTE programs are expected to hold two advisory board meetings per year.
        - Advisory board minutes must be posted on the website, with Aria from Marketing assisting with this process.
    - Possible formats include:
        - One Fall and one Spring meeting; or
        - One joint meeting followed by individual program meetings.
            - Allied Health may need additional support because of its multiple accrediting bodies.
    - Soledad and Tony currently hold an in-person meeting in the Fall and a Spring Zoom meeting, with stipends offered to encourage participation.
    - Nancy asked whether programs such as Journalism could participate in a regional advisory board meeting instead.

        - Dean Kane indicated that programs can organize regional advisory board participation.
    - The committee will verify whether the requirement is for one or two advisory meetings per year, per Tina's request.
- **Professional Development:**
    - Dean Kane encouraged committee members to participate in the California Community College Association for Occupational Education (CCAOE) conference.
    - The conference provides opportunities for:
        - Professional development.
        - Specialized training.
        - Discussions of Perkins and Strong Workforce.
        - Networking with other CTE educators and faculty.
        - Leadership opportunities within CTE.

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4. Program Updates

- **Early Childhood Education (ECE):**
    - Tina reported that ECE has new deans and administration but limited resources for collaborative conversations.
    - Night students, particularly in ECE, have limited access to resources because of the times they attend classes.
- **Journalism:**
    - Nancy noted that Journalism had historically been excluded from CTE.
        - The discussion reinforced the importance of understanding Strong Workforce and Perkins regulations when addressing program classification and funding.
    - Nancy also asked about participation in regional advisory board meetings.
- **Surgical Technology/Allied Health:**
    - Surgical Technology will conduct two CTE Day workshops.
    - The committee discussed the possibility of shared instructional equipment among Surgical Technology, Respiratory, and Allied Health.
        - Allied Health may need additional support in meeting advisory board requirements because of its multiple accrediting bodies.
- **SPWD:**
    - Soledad noted that SPWD has committed to carrying forward information regarding program needs and budget priorities.
    - SPWD is also one of the funding sources for CTE Day.
- **District and Campus-Wide CTE Issues:**

    - Tina raised concerns about limited resources and the need for stronger collaboration.
    - The committee discussed Skyline's role in supporting district-wide initiatives and concerns about how resources are distributed across campuses.
        - Members emphasized the need for CTE representation in district decision-making, Academic Senate, and Board discussions.
- **Grants and External Funding:**
    - The committee noted that there are significant grant opportunities available to CTE programs, particularly when programs work together.
        - The Mike Rowe Foundation was mentioned as a potential source of support for work-focused programs and students.
    - Members were encouraged to identify opportunities for shared grant applications and collaboration.
- **Committee Collaboration and Next Steps:**
    - Dean Kane emphasized the value of the committee in bringing CTE programs together and creating opportunities for collaboration.
        - He encouraged members to use their shared experiences and common concerns to strengthen CTE advocacy and support students.
    - Dean Kane will be leaving Skyline on October 9 but offered to provide contacts, including Jasmine and Scott, who can continue to support the committee.
    - The committee should continue identifying ways to demonstrate the impact and value of CTE programs across campus and to external stakeholders.

Adjournment:

- Tony moved to adjourn the meeting.
- The motion was seconded/approved by T.
- Meeting adjourned.