

## **Pulido, Andrea**

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**Subject:** FW: CTE Dean Onboarding

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**From:** Banuelos, Francisco

**Sent:** Wednesday, June 06, 2018 10:37 PM

**To:** Cazares, Becky <[beckycazares@whccd.edu](mailto:beckycazares@whccd.edu)>; Cooper, Kelly <[kellycooper@whccd.edu](mailto:kellycooper@whccd.edu)>; Thomas, Linda <[lindathomas2@whccd.edu](mailto:lindathomas2@whccd.edu)>; Battisti, Maria <[mariabattisti@whccd.edu](mailto:mariabattisti@whccd.edu)>; Brase, Terry <[terrybrase@whccd.edu](mailto:terrybrase@whccd.edu)>

**Cc:** Boomer, Brian <[brianboomer@whccd.edu](mailto:brianboomer@whccd.edu)>

**Subject:** CTE Dean Onboarding

**Importance:** High

Hi Everyone,

Below are key items that will be an important part of onboarding our new CTE Dean. I have specific names to the items. Please take a look. It would be very helpful if you can make time within your busy schedules to meet with Mr. Boomer to provide training and resource materials. I sincerely appreciate your support and look forward to providing him with the best possible training that will assist him. Please feel free to add to your list of items.

I also ask that you add dates and times that work and email them back to me.

### CTE DEAN ONBOARDING

1. Human Resource Processes - **Becky**
  - a. Faculty Hiring
    - i. Request to Hire Form
    - ii. Selection Committee
  - b. Faculty Evaluations
    - i. Process & Paperwork
  - c. Management Evaluations
  - d. Classified Evaluations
2. Strong Workforce Plans - **Linda**
  - a. Projects & Budgets
3. Curriculum Process – **Kelly**
4. eCampus - **Kelly**
5. Course Operation Items – Francisco, Various
  - a. Course assignments
  - b. Syllabi
  - c. Roster Certification
  - d. Submitting Grades
6. Budgets – **Maria B.**

- a. Categorical and General Budgets
- b. 2017-18 expenditures
- c. 2018-19 Allocations and planned expenditures

7. Farm of the Future, Ag – **Terry**

- a. Current and upcoming programs

**FRANCISO BANUELOS**

EXECUTIVE VICE PRESIDENT

CIO/ALO/CSSO

300 CHERRY LANE

COALINGA, CA 93210

559-934-2334 | [franciscobanuelos@whccd.edu](mailto:franciscobanuelos@whccd.edu) | fax 559-934-2843



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