

**MINUTES OF QUARTERLY MEETING
OF BOARD OF DIRECTORS OF
TECHNICAL EMPLOYMENT TRAINING, INC.**

A California Nonprofit

February 22, 2021

10:00 am

The Board of Directors of the above-named Corporation held its quarterly meeting on the above date via conference call.

The following Directors, constituting a quorum of the Board of Directors were:

<u>Director</u>	<u>Absent</u>	<u>Present</u>
Michael J. Gallo		[X]
Don Averill		[X]
Bill Waddingham	[X]	
Michael Gialluly		[X]
Kimberly Clarke		[X]
Jason Fletcher	[X]	

<u>Guests</u>	<u>Present</u>
Bill Clarke	[X]
Virginia Martinez	[X]
Monica Lache	[X]
Troy Sheffield	[X]

1. New Business: An emergency meeting was held to review the letter of deferral from ACCET and the next steps that were taken by the Executive Management Committee (EMC). The following objectives were presented to the board under the revised one year and long term plan to meet the standards of Planning in accordance with ACCET's document 51.

Objectives for the revised one-year business plan:

- Develop a one-year business plan in alignment with ACCET's document 51
- Increase fundraising revenue by 10 percent by year end
- Apply for Title IV funding by year end
- Replace or repair outdated facility equipment by year end
- Start an evening Introduction to Manufacturing Technology program in May
- Implement use of a prototype machine to enhance 3D modeling lessons

- Create a one-year marketing plan by the end of the first quarter, March 30, 2021

Objectives for the revised long-term plan (2-5 years) business plan:

- Add an advance manufacturing course nu January 2022-2023
- Increase professional development for faculty and staff, annually.
- Administer on going annual curricula review
- Research converting clock hours to credit hours by 2023-2024
- Research expansion into continuing education units (CEU) and occupational degrees, 2026-2027
- Increase placement and retention rates by 10% over the next 5 years
- Review and maintain Injury Illness Prevention Plan on an annual basis
- Implement an Aviation training program at TET, 2023-204

Strategies for each objective within the areas of Facilities, Equipment, Financing, Curriculum, Staffing and Marketing were reviewed.

Dr. Averill moved to accept the modified plan, Michael second. All in favor. The revised Business plan to include a one year and long-term plan was accepted.

2. Meeting was adjourned at 10:45 am.



Don Averill, Secretary of the Meeting