

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
Clinical Instructors' Meeting

Minutes

Jan 23rd 2024 1500 PM CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Leilani B- KSSF

1. Minutes 12.15.23

2. Student Status:

- i. Mary Leanne Cox is no longer in the program.
- b. Graduates
 - i. Monique last day Jan 19th. (Take her exam on the 22nd)
 - ii. Michelle extended in to Feb.

3. Program Matters

- a. Trajecys vs paper (feedback please)
 - i. KSSF- Paper clogged everything up for Leilani, so she reverted back to doing everything on trajecsys. 4 students have yet to fail, honor system is being used when there is a failed attempt. Leilani puts them all into trajecsys.
- b. PPGs for Spring-timeline
 - i. After going through issue that happened in winter, Lezlee set target dates to get their PPG's completed by. Students have their due dates for their responsibilities.
 - ii. Contracts only need to be updated if any changes are being made at the current site or anytime students are beginning a new clinical site.
 - iii. Due dates specify that comps must be done one per week and complete them 2 weeks prior to end of semester.
 - iv. If possible to have exact dates for comps it is preferred so we can ensure the students aren't all completing their comps in the last month. Leilani inputs all usually at once due to being busy, but can add in comments. Lezlee suggests she can check in with Leilani to see when the students are getting their comps done. Lezlee tells them not to put in requests of the CIs past regular working hours. Try to get the requests in asap as you find out about them. Students need to start taking responsibility and learn how to be good employees.
 - v. PPG's have midterm and final, if they are going to Packard 1 with KSSF mid Feb. 1 at Packard and 1 final at the end of May. 3 PPG's
- c. Summer specialty rotations (consider what you can offer)- Coming up fast, already starting to think about their projects and what they are going to want to do.
 - i. Interview timeline (discuss) *end of march early April- hopefully finalized in the April meeting.*

4. Onboarding update-Alejandra

- a. **Two students going to clinic on 2/13/24-4/25/24**
 - i. Sergio back to KSSF on 2/13/24 (Send Leilani update on who is leaving and coming back)- final done at KSSF.

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- ii. Juan back to SMMC on 2/13/24
 - iii. KMILP- Margot- Might have to stay at KSSF pending onboarding completion.
 - iv. KUC- Luz
- b. LPCH- 2/23/24-4/13/24
 - i. Phuong, Bree, and Caroline

5. *STANDING ITEMS*

- a. Holidays/Vacation 2024
 - i. Feb 19/22 President's Holiday
 - ii. March 24-30 Spring Break

- Questions/Concerns.
- Items not covered

Board exams so far are good and everyone is passing-

- *Kei-Lani and Xibo passed*
- *Leslie will take it on Feb 3rd.*
- *Vanessa take hers on 27th*

As of 1/29 all who have taken the exam have passed.

- A. **Feb. 13, via Zoom**
- B. February and March timing may need to be changed due to Lezlee having to teach her mammo courses.
- C. With Bigger classes we may to look into adding the KSSF Daly City facility. (3 month process)

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Feb. 12 1200 PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Jennifer O' Laughlin- CC
Manmeet Loomba- KSC-MILP

1. Minutes 1.16.24

2. Student Status:

- a. All Students who have taken boards have passed only a few (4) still need to take them
- b. Graduates
 - i. Monique last day Jan 19th.
 - ii. Michelle extended in to Feb.

3. Program Matters

- a. Trajecys vs paper
 - i. Attempts/Failed Comps that can be documented are documented.
- b. PPGs for Spring-timeline
- c. Summer specialty rotations what can you offer?
 - i. Interview timeline (discuss)
 - 1. March 18-April 5th

4. Onboarding update-Alejandra

- a. Pending Nicole (Reports to Shannon Froth) for Margot R. at KMILP- Next week hopefully get cleared.
- b. Luz cleared for KUC

5. *STANDING ITEMS*

- a. Holidays/Vacation 2024
 - i. Feb 19/22 President's Holiday
 - ii. March 24-30 Spring Break
- Questions/Concerns.
- Items not covered

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- A. **March. 12, 1200 via Zoom**
 - a. Second Tuesday of each month.
 - i. April 9
 - ii. May 7th* (**one week early to finalize specialty assignments*)

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Mar. 12 1200 PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Jessica Lopez -CI LPCH
Veena Singh- CI KUC

1. Minutes 2.12.24

2. Student Status:

- a. Margot R. KMIL
- b. Justin D. KMIL (May 7th)
- c. Luz Martinez KUC
- d. Garrison Chin KUC (May 7th)

3. Program Matters

- a. Trajecys vs paper
 - i. Able to log failed and passed log's?
 - 1. Veena has her students make sure they are ready to comp and will double check with the staff
 - 2. Jessica, does the same, but it is very rare that they not comp when they are ready.
- b. PPGs for Spring-timeline
 - i. March 8th
 - 1. Veena- 1 one mid-term on Luz before she leaves
 - 2. Juan's was resubmitted and had submitted it on the wrong class and resubmitted it, but is double checking it was actually where it needed to be.
- c. Summer specialty rotations what can you offer?
 - 1. VAPA
 - a. CT
 - b. IR
 - c. MRI
 - 2. KUC
 - a. 2 Mammo
 - b. 1 Gen Rad.
 - 3. LPCH
 - a. 2 students (Cheyenne interested)
 - 4. KRWC
 - a. 1 CT
 - b. 1 Mammo
 - 5. SMMC
 - a. 1 CT
 - b. 1 Mammo
 - 6. Sequoia
 - a. 1 CT
 - b. 1 MRI
 - c. 1 Gen RAD/OR
 - d. 1 IR
- ii. Interview timeline (discuss) after spring break

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- ~~1. March 18-April 5th~~
 2. Veena- best if the students reach out to her.
 3. Jessica- Students contact her directly as well.
 - d. **Student Supervision**
 - i. **Tech was in the other room when the student was a first-year student need direct supervision.**
 - ii. **Have a sheet posted in every tech area on what the regulations are for each of the classes. RR suggest to email it out to each facility and request to post it. Copy from the student handbook.**
 - e. **JCERT (Rafael)**
 - f. Comprehensive accreditation and a site visit at the end of the year.
 - g. Give written report by August 2nd.
 - h. Joint commission certificate, state licenses for equipment.
 - i. When JRCERT comes they are here 3 days. It is more comprehensive.
 - j. Generally, visit 4 or 5 sites
 - k. Student privacy
 - l. Where the documents are kept
 - m. Supervision and having a form posted somewhere.
 - n. Student work is checked off by tech with 2+ experience, JR tech's can work with students, but cannot sign off on their work.
 - o. Typically, they like to have a meeting with all the CI's where they will interview everyone.
 - p. Site visit will be towards the end of the year. Late November early December, once a specific date is given we will inform everyone.
 - q. Veena- Mammo and Xray? Yes, please.
- 4. Onboarding update-Alejandra**
- a. **KMILP-5/7-6/14-Justin**
 - b. **KUC-5/7-6/14- Garrison**
 - c. **LPCH-4/15-5/24- Bhakthima/~~Peter~~/Cheyenne** (Peter taking a LOA until Spring 2025)
- 5. *STANDING ITEMS***
- a. **Holidays/Vacation 2024**
 - i. **March 24-30** Spring Break
 - ii. **May 27th** Memorial Day
 - b. **End of semester**
 - i. **May 24th** Class of 2024
 - ii. **May 23rd** Class of 2025
 - c. **Vacation**
 - i. **May 25th- June 2nd** Class of 2024 only
- Questions/Concerns.
 - Items not covered
- A. April. 9, 1200 via Zoom-**
- a. **Second Tuesday of each month.**
 - i. **April 9**
 - ii. **May 7th*** (**one week early to finalize specialty assignments*)
- B. Incoming Class of 2026- accepting 18 students**
- C. Formally signed an affiliate agreement with Valley Medical Center (trauma medical center): needs to be approved by JRCERT and the state before we can send students to this facility.**
- a. **Foothill also uses the facility.**
 - b. **2 students**
- D. SETON- still unknown due to the ownership changes.**

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April, 9 3:00 PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA

1. Minutes 3.12.24

2. Student Status:

- a. Margot R. KMIL
- b. Justin D. KMIL (May 7th)
- c. Luz Martinez KUC
- d. Garrison Chin KUC (May 7th)
- e. Bhakthima Siribua/Cheyenne Verlinden LPCH (April 15th)

3. Program Matters

- ~~a. Trajeys vs paper~~
- b. PPGs for Spring-timeline
- c. Summer specialty rotations what can you offer?
 - 1. VAPA
 - a. CT
 - b. IR
 - c. MRI
 - 2. KUC
 - a. 2 mammo
 - b. 1 gen rad
 - 3. LPCH
 - a. 2
 - 4. Sequoia
 - a. 1 CT
 - b. 1 MRI
 - 5. KSSF
 - a. 1 CT
 - b. ?MRI
 - 6. KRWC
 - a. 1 CT
 - b. 1 Mammo
 - 7. SMMC
 - a. 1 Mammo
 - b. 1 CT
- ii. Interview timeline (discuss)
 - 1. April 9-April 26th
 - 2. Final decisions April 30th
- d. **Student Supervision**
 - i. **Please check your areas to make sure the policy is hanging.**
 - ii. **Please include reminders to staff once per month in meeting.**

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- e. **JCERT (Rafael)**
 - i. **JCERT including inspection this year**
 - ii. **Lezlee, Dean Thompson Rafael Alejandra main team.**
 - iii. **Will need some things from CIs later.**

4. Onboarding update

5. Application Update

- a. **95 applicants**
- b. **Each applicant reviewed by 2 individuals**
 - i. **2 teams**
 - 1. **Lezlee/Jen**
 - 2. **Rafael/Dr. Thompson**
- c. **Highest scores on a rubric then reviewed by the team.**
 - i. **Target 16/18 depends on clinical availability and returning students.**
 - ii. **Some may be accepted from the waitlist.**
 - iii. **Waitlist approximately 50% of acceptance.**
 - 1. **Keeps number of those receiving bonus point smaller.**
- d. **Notification date May 1st**

6. *STANDING ITEMS*

- a. **Holidays/Vacation 2024**
 - i. **May 27th Memorial Day**
- b. **End of semester**
 - i. **May 24th Class of 2024**
 - ii. **May 23rd Class of 2025**
- c. **Vacation**
 - i. **May 25th- June 2nd Class of 2024 only**

- Questions/Concerns.
- Items not covered

A. April. 9, 1200 via Zoom

- a. **Second Tuesday of each month.**
 - i. **April 9**
 - ii. **May 7th* (*one week early to finalize specialty assignments)**

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May 7th 1:00 PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Nicole- SEQ
Jennifer O'Laughlin
Lorena Chavez- SCVMC

- 1. Minutes 3.12.24**
- 2. SCVMC- Full Rotation**
 - 3 students total, come fall we will add one more
 - Bree felix- IR
 - Phuong Nguyen- - Specialty
- 3. Student Status:**
 - a. Margot R. KMIL (ends 4/25)
 - b. Justin D. KMIL (May 7th)
 - c. Luz Martinez KUC
 - d. Garrison Chin KUC (May 7th)
 - e. Bhakthima Siribua/Cheyenne Verlinden LPCH (April 15th)
- 4. Class of 2026 update**
- 5. Program Matters**
 - a. End of Semester
 - b. Specialty Rotations-
 - i. Janine Mammo-KUC
 - c. Summer Semester
 - i. RADT 438 Class of 2025-May 28th-July 15th
 - ii. RADT 468 Class of 2024-June 3-July 15th
 - d. **Student Supervision**
 - i. **Please check your areas to make sure a flier is hanging.**
 - ii. **Please include reminders to staff once per month in meeting.**
 - iii. **1st years students are direct supervision. Cannot get signed off by a fresh out of school techs unless a supervisor is able to sign off.**
 - iv. **2nd years can be in indirect supervision, but the tech much be within ear shot. During mobile imaging, surgical cases, intensive care unit imaging and pediatric units students must be under *direct supervision*.**
 - e. **JCERT (Rafael)- SCVMC- Site visit this year. We are submitting a report.**
 - f. **Venipuncture (Rafael) class is set up that once the student completes the course they would have completed at least 10 sticks on a person. With Sandy our nurse who teaches the class, we practice on mannequins as well as each other and should complete the course with 10 sticks. Once the students complete the class they CANNOT do venipuncture on their own no, but can-do venipuncture and be**

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supervised by a nurse, PA, Nurse Practitioner or authorized personal that can supervise.

- g. SCVMC- students do not do any sticks.
- 6. Onboarding update**
- a. Move student from county to VA
 - b. Mask fits for – SCVMC
 - c. KMILP- waiting for approval from Zandy.
- 7. *STANDING ITEMS***
- a. Onboarding update
 - b. **Holidays/Vacation 2024**
 - i. **May 27th** Memorial Day
 - c. **End of semester**
 - i. **May 24th** Class of 2024
 - ii. **May 23rd** Class of 2025
 - d. **Vacation**
 - i. **May 25th - June 2nd** Class of 2024 only
 - ii. **July 17th - Aug 5th**
 - Alejandra goes on vacation May 29th - June 10th
 - e. **Student Supervision**
 - i. **Please check your areas to make sure a flier is hanging.**
 - ii. **Please include reminders to staff once per month in meeting.**
- A. June TBD, 1200 via Zoom 4th or 18th TBD**
- a. Second Tuesday of each month.
- B. Graduation August 3rd invite to be sent out. Early evening thing.**
- C. Place in Redwood City. Lions Club**

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June 9th 1:00 PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Alejandra Valencia OA
Lorena Chavez- SCVMC

1. Minutes 5.9.24

Facilities Update

- Nora Jamrosy: Exceptional student above the level expected for a first year. Able to work independently in most all areas. She is confident, works at a good pace and is accurate. She works well with the staff and is highly motivated. Special note was made of Nora's ability comping an L-spine with obliques on an obese pt. Her positioning and collimation were spot on.
- Bree Felix: Impressed the team during her rotation in IR. "She is hardworking, retains the information provided, is quick on the uptake and easy to work with. She is able to fit in with the flow of the facility and follow multiple steps. Bree is very curious and adapted to the new modality with ease."
- Phuong Nguyen: Phuong ended her rotation with an invitation from the supervisor for a job in CT at Valley. (note- there are no openings and they would hire her anyway) "Phuong works well with all of the staff, she is never idle and knows when and how to integrate herself into the flow of an exam.

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August 13th 1:00 PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Nicole Hoffert
Leilani Bitanga
Marcus Schofield
Sharene Law
Manmeet Loomba

1. Minutes 5/7/24

- a. No minutes June/July. No meeting June-one attendee July (Lorena Chavez)

2. Student Status:

- a. Andrew KMIL 8/5-9/20
- b. Simon KUC 8/5-9/20
- c. Jeremy Yee KUC 9/23-11/8

3. Class of 2026 update

- a. 15 students
- b. First Clinical Day 9/12

4. Program Matters

- a. Beginning of Semester
- b. Fall Semester
 - i. RADT 418 Class of 2026
 - ii. RADT 448 Class of 2025
- c. Student Supervision Reminder
 - i. First Year students must be directly supervised at all times.
 - 1. Focus is entry level positioning (comping should not be done until at Nov. 1.
 - ii. Second Year Students require supervision until comps are completed, these comps include setting technical factors.
 - iii. Please check your areas to make sure a flier is hanging.
 - iv. Please include reminders to staff once per month in meeting.

5. Job Description

- a. Review of Proposed CI Job Description

6. JRCERT (Rafael)

7. Onboarding update

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8. *STANDING ITEMS*

- a. **Onboarding update**
- b. **Holidays/Vacation 2024**
 - i. **Sept 2nd** Labor Day
 - ii. **Oct. 9th** Flex Day
 - iii. **Nov. 11th** Veterans Day
 - iv. **Nov. 28/29** Thanksgiving

A. Sept 17th TBD, 1200 via Zoom

- a. **Moved from second Tuesday due to course schedule and first day.**

Minutes

- Discussion-how early should first year students comp. Suggestion is after 3-4 weeks. Rafael prefers to allow the student and facilities to determine this.
- Reviewed student supervision and JRCERT requirement. Following up with e mail containing the policy for posting at each facility. Facilities also need updated handbook. This will be sent when editing is complete.
- JRCERT discussion on CI evaluation. Rafael reviewed past practice of an anonymous survey he would send students following their departure from a facility. Lorena shared (will share) information on systems used at SCVMC. It was noted that this feedback is important and can be beneficial to all. Noted the broad scope of the CI as a liaison between:
 - Students
 - Techs.
 - College
 - Management
- Rafael will create a "survey monkey" to perform this task.
- JRCERT is expected to visit early next year.
- Below is a list of items they may want to see/ask
 - Is the facility fully accredited
 - Physicist reports
 - Radiation Protection policy
 - How is privacy managed? Secure areas for hard copies
 - May have lunch with Cis
 - Review of policies-
 - How are students supervised/assessed?
 - Protection/Privacy/supervision are the big issues.
- Lorena shared that they had this recently at SCVMC-
 - Asked about clinical supervision
 - How does she make sure techs are aware of the policy
 - How do they confirm who can comp. (list of those with 2 years experience)
 - Note anyone comping with less than two years needs a sign off by a second/senior tech
 - Lorena has the techs sign stating they are aware of the policies

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Sept. 17th 1:00 PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA

1. Minutes 8/16/24

2. Student/Onboarding Status:

- a. Review all KMILP- Jeremy/ Ann
- b. KRWC through July 18th 2025- Jasleen/Jadyn. O/Emily- Ann (November)
 - i. Juan/ Hak. (4 weeks from submission date)
 - ii. Ones out of clinic is attending class with Lezlee where they are practicing positioning and maybe walk through Image analysis, they are earning clinical hours for that.
 - iii. They have lab practical's that they are practicing on.
 - iv. Might have them do an IA on campus.

3. Class of 2026 update

- a. RADT 418

4. Class of 2025

- a. RADT 448

5. Program Matters

- a. **Student Supervision Reminder**
 - i. **First Year students must be directly supervised at all times.**
 - 1. **Please watch that they do not rush to comp.**
 - ii. **Second Year Students require supervision until comps are completed, these comps include setting technical factors.**
 - iii. **Please check your areas to make sure a supervision flier is hanging.**
 - iv. **Please include reminders to staff once per month in meeting. Facilities can create a list with tech names and dates of when they reviewed the policy.**
 - 1. **KRWC can**
 - a. **San Mateo staff may be harder to get a signature, but can get done.**
 - 2. **SMMC can as well.**
 - a. **Can have techs initial/ date the document/policy to have them posted.**
 - 3. **Can it get done by next CI meeting?**
- b. **CIs/CCs**
 - i. **Need updated copies of licenses.**

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6. Job Description

- a. Held for future meeting.

7. JRCERT (Rafael)

- a. Assessment reviews and more.
 - i. Will forward assessments to facilities so that everyone can review it and we can meet to discuss it.
 - ii. Will attach the practical rating forms- the more information we can share.
- b. Follow up, CI evaluation
- c. list of items JRCERT may want to see/ask
 - i. Is the facility fully accredited?
 - ii. Physicist reports (not necessary for accredited facilities)
 - iii. Radiation Protection policy (this may be in the office of the radiation safety officer) make sure you have access.
 - iv. How is privacy for students managed? Secure areas for hard copies
 - 1. Should be secured.
- d. May have lunch with Cis (possible will send notice.)
- e. Review of policies-
 - i. How are students supervised/assessed?
- f. Protection/Privacy/supervision are the big issues.

8. *STANDING ITEMS*

- a. Onboarding update
- b. Holidays/Vacation 2024
 - i. Oct. 9th Flex Day
 - ii. Nov. 11th Veterans Day
 - iii. Nov. 28/29 Thanksgiving

A. Oct 15th 1:00 via Zoom

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Minutes

Oct. 15th 1:00 PM

CAÑADA COLLEGE (virtual)

Lezlee Inman CC
Rafael Rivera PD
Alejandra Valencia OA
Jennifer O'Laughlin- CC
Sharene Law- LPCH
Marcus Scofield- KRW
Cecillia Lantz- VAPA

1. Minutes 9/17/24

2. Student/Onboarding Status:

- a. Update
 - i. KRW start dates
 - 1. All approved to start
 - 2. Thursday 1st years- Jasleen, Emily, Jady
 - 3. 2nd years Start on Monday- Juan and Hak (final approval from Kris)
 - 4. Ann Tran- Coming after the new year and Jasleen will rotate out.
 - 5. Keep 3 students but constantly rotating them out.
 - ii. LPCH- Nora (good with patients, communicates well, on time, takes advice, very positive), Jeremy (VAPA Jan-June), and Sergio
 - iii. KUC starts

3. Class of 2026 update

- a. RADT 418
 - i. First observation/PPG
 - ii. End of OCT beginning of NOV
 - iii. KRW specific- Right before thanksgiving, right before winter break
 - 1. KRW- Hak- No entry or midterm, just do a final on second year.

4. Class of 2025

- a. RADT 448
 - i. First observation/PPG
 - ii. End of OCT beginning of NOV

5. Program Matters:

- a. **Student Supervision Reminder**
- b. **Have Techs initial supervision signature page- Keep updated and rolling once they reach the 2-year mark. Travel techs also sign off.**
 - i. **This is for record keeping. Might need yearly form. - Ask Rafael to check how frequent it should be documented. (already being done at the VA- Junior techs that are ready to comp- would just require an added verification signature from the SR. tech. (everything goes through head/ lead tech unless they have been a tech for two years). Signature is required, for JR Tech comps, this is can be done in Trajecys.**

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ii. First Year students must be directly always supervised.

1. Please watch that they do not rush to comp.

iii. Second Year Students require supervision until comps are completed, these comps include setting technical factors.

iv. Please check your areas to make sure a supervision flier is hanging.

v. Please include reminders to staff once per month in the meeting.

c. CIs/CCs

i. Need updated copies of licenses.

ii. Lezlee will send out an email blast asking for everyone's documentation.

6. Job Description

a. Held for future meeting.

7. JRCERT (Rafael)

a. Assessment reviews and more.

b. Follow up, CI evaluation

8. *STANDING ITEMS*

a. Onboarding update

b. Assessment of the assessment plan

c. Come back with results and present them to the group.

d. Holidays/Vacation 2024

i. Nov. 11th Veterans Day

ii. Nov. 28/29 Thanksgiving

CSRT at foothill college- Please feel free to attend and or have your techs attend.

November 2nd and 3rd Saturday and Sunday

A. Nov. 19th 1:30 in person.