



District Career Education (CE) Subcommittee Monthly Meeting

Friday, September 2, 2022

2:00 p.m. – 4:00 p.m.

Via Zoom Meeting ID: 88269822597

Meeting URL: <https://us06web.zoom.us/j/88269822597>

Regular Committee Members:

Co-Chairs: Albert Maniaol and Feather Ives

District Academic Affairs: Albert Maniaol (Co-Chair), Carmen Fairley, Constance Koo

VPIs: Kuni Hay (BCC), Diana Bajrami (COA); Rebecca Opsata (Laney); Denise Richardson (Merritt)

CE Deans: Chris Lewis (BCC); Eva Jennings (COA); Alejandria Tomas (Laney); Marie Amboy and Jason Holloway (Merritt)

Classified Staff Representatives: Karen Croley (BCC); Vacant (COA, Laney, Merritt)

CE Liaisons: Mary Clarke-Miller and Barbara Des Rochers (BCC); Eleni Gastis and Kim Bridges (Laney); Michelle St. Germaine and Feather Ives (Merritt)

Students: Vacant (all colleges)

District Finance Representative: tbd

Agenda

1. Meeting Call to Order Welcome and Introductions (5 minutes)
2. Review, Changes, and Adoption of 9/2/2022 Meeting Agenda (5 minutes)
3. Approval of the Meeting Minutes from 5/2022 (5 minutes)
4. College CE Liaisons Report-out
(Accomplishments, Opportunities, Challenges/Issues) (15 minutes)
5. Agenda Items
 - Elect a third chair – classified professional (5 minutes)
 - Welcome Dr. Nathaniel Jones III (10 minutes)
Incoming Acting Vice Chancellor of Finance & Administration
 - Review membership and discuss next steps for revising the membership list to include members of the District Finance Dept (15 minutes)
 - Discuss structure of District CE meetings (15 minutes)
 - Program only meeting and Finance and Budget only meeting?
 - Reallocation of unspent funds (15 minutes)



District Career Education (CE) Subcommittee Monthly Meeting

Agenda (continued)

- Review CE Retreat Day topics and set goals/priorities for the academic year (25 minutes)
- 6. Announcements (5 minutes)
- 7. Adjournment
 - **Next meeting: Friday, October 7, 2022**



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Students: Vacant (all colleges)

District Finance Representative: tbd

Present: Feather Ives, Constance Koo, Albert Maniaol, Christopher Lewis, Alejandria Tomas, Marie Amboy, Mary Clarke Miller, Carmen Fairley, Natalia Federova, Barbara Des Rochers, Jason Holloway, Karen Croley, Donna Jones, Michelle St Germain, Eva Jennings, Eleni Gastis, Lowell Bennett, Azul Lewis

Guests: Muwafaqu Alasad, Lowell Bennett, Stephanie Droker

Meeting Minutes

- I. Meeting Call to Order Welcome and Introductions (5 minutes)
- II. Review, Changes, and Adoption of 9/2/2022 Meeting Agenda (5 minutes)
 - A. Motion to approve agenda; agenda approved
- III. Approval of the Meeting Minutes from 5/2022 (5 minutes)
 - A. Motion to approve minutes; minutes approved
- IV. College CE Liaisons Report-out (Accomplishments, Opportunities, Challenges/Issues) (15 minutes)
 - A. College of Alameda: No liaison yet; multiple aviation careers tabling/outreach events; new CFO intro from COA
 - B. Berkeley City College: repackaging existing courses into certificates; universities working together to set job standards; partnership with Amazon; CE enrollment is up and has extremely full classes; regenerative medicine grant recipient – cohort finished research and attended international society of stem cell research in SF/Moscone Center; interns

attended and presented in San Diego; launched another 7 interns; want to advertise introductory biotech class to recruit more interns

C. Laney College: Eleni Gastis is the new CE Liaison; journalism summer internships just completed with Oakland Side; worked with SF Chronicle to develop data journalism course; Laney CE meeting to be scheduled soon; CE certificates are the highest “point getters” – want to ensure budget for CE programs is protected

D. Merritt College: Natural History & Sustainability open house; two programs start with Dual Enrollment in bioscience; childhood development apprenticeship program meeting

i. Idea: CE corner of Eleni’s Laney publication? Students have 100% purview over what they cover, but she will suggest covering CE

V. Agenda Items

A. Elect a third chair – classified professional (5 minutes)

i. To enable leadership from classified professionals (coming down from PBIM)

ii. PBIM retreat: where we can discuss classified co-chair/classified professional leadership

iii. Discussion on membership is forthcoming

iv. Need appointment first to become members before a tri-chair can be elected

v. Can committee make recommendations?

vi. According to membership structure, one classified representative from each college is stated (nothing mentioned regarding the District) – always need to be guided by someone from the classified finance team or District office

1. Clarify: how many do we need, how many do we want (do our wants supersede SEIU requirements; or it could be a joint appointee). Obtain clarification from SEIU and Classified Senate on requirements

a. Wait to make motion to add classified representation from the District until clarification is received

B. Welcome Dr. Nathaniel Jones III (10 minutes)

i. Interim Vice Chancellor of Finance

VI. Incoming Acting Vice Chancellor of Finance & Administration

VII. Review membership and discuss next steps for revising the membership list to include members of the District Finance Dept (15 minutes)

A. (See above for clarification needs)

B. Spring 22 Membership List shared

i. Correct Alejandria Tomas’ name

- ii. Remove Leslie Blackie, Carla Pegues
 - iii. Karen Croley was not appointed as Classified Staff Rep
 - C. Discuss structure of District CE meetings (15 minutes)
- VIII. Program only meeting and Finance and Budget only meeting
 - A. Proposal: one meeting to discuss programs only and one meeting to discuss budgetary issues and fiscal concerns
 - B. Suggestion: a second meeting in the month may be too much; maybe allow Dr. Jones to do some work first
 - i. Send list to Dr. Jones of what the fiscal challenges are so he can come up with responsive and effective solutions (along with regulatory constraints that Finance is under); also identify any individuals in Finance to Dr. Jones
 - 1. Can then develop a set of processes
 - 2. Problem: no process/policy/procedures in writing between District and Colleges
 - ii. Operations begins with Finance; a second meeting is good only if there are the right personnel from Finance present. Cannot go anywhere in a meeting unless the right people from Finance are there and ready to engage in CE issues. Need to ensure the right people are at the table.
 - C. Suggestion: Meet one initial time (or for at least a month) over budget-related issues, then proceed with regular once/month meeting with more effective budget discussions
 - D. Bottom line: Finance discussion needs more time
 - E. Suggestion: CE Deans meet with District Finance representative first
 - F. Motion to continue the momentum of Finance discussion and to hold a second meeting (tentatively September 16) for finance issues only – come up with a plan; open to all CE Committee (revised to invited members only who are related to budget)
 - i. Alejandria Tomas seconds – key to have the deans present
 - ii. Send date/time to Dr. Jones’ assistant
 - iii. Marie – can only vote yes if confirmation that Finance will be present and ready to engage and that all CE deans are present; recommends it not be open to everyone
 - iv. Find out when Finance is absolutely available to attend and who would be the appropriate touch point – make the date according to their availability
 - v. Suggested attendees: CE Deans, Albert, Carmen, Classified Professionals, Dr. Droker, and District Finance

- vi. No to permanent second meeting, but yes to a second meeting in September
- IX. Reallocation of unspent funds (15 minutes)
 - A. A process was approved by the CE Committee specifically for SWP funds (Marie led this; it is in the minutes)
 - i. As of January, if you have not spent down 50% of the funds... only the colleges who are at 50% could apply to receive the unspent funds of the other college; but no colleges were caught up with spending
 - B. Perkins may be more complicated (because there is only one year to spend)
 - C. Look at the reasons why funds are not spent down (not necessarily the assumption that the college is at fault)
 - D. If there is a college continuously not spending down funds – may be a system issue beyond the college’s control
 - E. Make big purchases immediately
 - F. Suggestion: research and review the existing procedure (or develop a new one since it cannot be found) and see if it can be applied to all the categorical funds
 - G. Motion to form a sub group to work on this policy of reallocating funds (members TBD if motion is approved)
 - i. Motion seconded
 - ii. Discussion: someone from Finance must be present (Albert will invite)
 - iii. Motion carries forward
- X. District Career Education (CE) Subcommittee Monthly Meeting
- XI. Agenda for the academic year (25 minutes) (continued)
 - A. Review CE Retreat Day topics and set goals/priorities
 - i. SMART goals: what should be done with these (feasible suggestion: focus on two; what are the priorities to be accomplished in a year) Who sees all of these through? Sub committees needed? Individually laid out at the next meeting?
 1. Submit Budget project to meeting with Finance
 2. Training Calendar: send to CE committee members; needs to be in relation to the challenges; hands-on (not so general)
 3. Address one at each meeting, starting with “Defining Fiscal District Responsibilities and College Responsibilities for Reporting and Invoicing for SW” project
 - a. Also address with the Finance CE meeting
 4. October: “Combined Outreach/Inreach Efforts & Marketing and Promotion of CE” (Eva Jennings volunteers)

- a. Not presenting until November meeting
- XII. Announcements (5 minutes) – positive only
 - A. \$5K/college still available for marketing
 - B. Put LEAP on the next meeting agenda
 - C. New Exec Dir of Grants Personnel – role with CE TBD
- XIII. Adjournment
 - A. Next meeting: Friday, October 7, 2022