



## **District Career Education (CE) Subcommittee Monthly Meeting**

Friday, February 4, 2022

2:00 p.m. – 4:00 p.m.

Via Zoom Meeting ID: 95658780399

Meeting URL: <https://cccconfer.zoom.us/j/95658780399?pwd=UnVLZlVRcHFnbUMrSjY4ZVZmOWdRZz09>

Co-Chairs: Albert Maniaol and Carla Pegues

Regular Committee Members: Chris Lewis, Mary Clarke-Miller, Barbara Des Rochers, Karen Croley, Kuni Hay, Carla Pegues, Eva Jennings, Diana Bajrami, Leslie Blackie, Kim Bridges, Alejandra Tomas, Rebecca Opsata, Michelle St. Germaine, Feather Ives, Marie Amboy, Jason Holloway, Denise Richardson, Constance Koo, Carmen Fairley

(Note: Membership subject to corrections/changes)

### **Agenda**

2:00 p.m. – 2:05 p.m.	Meeting Call to Order Welcome and Introductions	Albert/Carla
2:05 p.m. – 2:15 p.m.	Review and Adoption of 2/4/2022 Meeting Agenda and Approval of the 12/3/2021 Meeting Minutes  Note: SP22 Semester Flex Day Meeting Minutes (?)	All
2:15 p.m. – 2:20 p.m.	Perkins Update Report	Carmen
2:20 p.m. – 2:30 p.m.	Strong Workforce Program Update a. SWP Spend Down Reports b. FY21-22 SWP Round 6 Updated Funding Allocation c. Important Reporting Timeline	Albert/ Constance
2:30 p.m. – 2:45 p.m.	College CE Liaisons Report-out (Accomplishments, Opportunities, Challenges/Issues)	BCC/COA/ Laney/Merritt



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### Agenda (Continuation)

- |                       |   |              |
|-----------------------|---|--------------|
| 2:45 p.m. – 3:45 p.m. | Topics for Discussions  | All          |
|                       | <ul style="list-style-type: none"><li>• Update on Access to CTE Enrollment Data and Budget Reports, Delay in Payments and Contract Approval, “Add Button” for CTE students to register for additional classes</li><li>• Restructuring the District CE Subcommittee Membership</li><li>• Concerns about the % CTE FTES Allocation Model for SWP (i.e., grant-funded courses not included in the calculation of CTE FTES)</li></ul> |              |
| 3:45 p.m. – 4:00 p.m. | Other Matters, Q&A<br>Announcements   | All          |
|                       | <ul style="list-style-type: none"><li>• Annual NAC (Adult Education) Planning Retreat Invitation</li></ul>  | Ann Gonzalez |

Adjournment

**(Next Meeting: Friday, March 4, 2022, 2 p.m. – 4 p.m. via Zoom)**

<https://cccconfer.zoom.us/j/95658780399?pwd=UnVLZIVRcHFnbUMrSjY4ZVZmOWdRZz09>



# Career Education District Committee

## MINUTES

Friday, February 4, 2021

2:00 p.m. – 4:00 p.m.

Via Zoom Meeting ID: 95658780399

Meeting URL: <https://cccconfer.zoom.us/j/95658780399?pwd=UnVLZlVRcHFnbUMrSjY4ZVZmOWdRZz09>

[Meeting Recording](#)

[Audio Transcript](#)

[Meeting Chat](#)

Co-Chairs: Albert Maniaol and Carla Pegues

**PRESENT:** Constance Koo, Leslie Blackie, Eva Jennings, Ally Tomas, Jason Holloway, Albert Maniaol, Mary Clarke-Miller, Chris Lewis, Sinead Anderson, Joya Chavarin, Karen Croley, Feather Ives, Diana Bajrami, Azul Lewis, Alisa Jing-Fang Huang, Carla Pegues, Kim Bridges, Marie Amboy, Denise Richardson, Becky Opsata

### **REGULAR COMMITTEE MEMBERS BY LOCATION:**

BCC: Chris Lewis, CE Dean; Mary Clarke-Miller, CE Liaison; Barbara Des Rochers, Faculty; Karen Croley, project manager; Kuni Hay, VPI

COA: Carla Pegues, CE Liaison and Committee Co-Chair; Eva Denise Jennings, CE Dean; Diana Bajrami, VPI

Laney: Leslie Blackie, CE Liaison; Kim Bridges, Faculty; Alejandra Tomas, VPI; Rebecca Opsata, VPI

Merritt College: Michelle St. Germaine, CE Co-Liaison; Feather Ives, CE Co-Liaison; Marie Amboy, CE Dean; Jason Holloway, CE Dean; Denise Richardson, VPI

District: Albert Maniaol, CE Committee Co-Chair; Constance Koo, Carmen Fairley  
(Note: Representatives from Finance, IR, and college business offices are pending; membership subject to corrections/changes)

## Minutes

- I. Meeting Call to Order, Welcome, Introductions
  - a. Start 2:07 PM
- II. Review and Adoption of 2/4/22 meeting agenda and approval of the 12/3/21 meeting minutes
  - a. 2/4/22 Agenda approved – pending update of membership list
  - b. 11/5/21 and 12/3/21 Minutes approved

- c. Spring 2022 Semester Flex Day Meeting Minutes not required – an informational CTE meeting for all colleges, not a regular committee meeting
- III. Update [Perkins Report](#)
- a. June 30<sup>th</sup> is the last day to spend Perkins funds
    - i. Ensure invoices are paid prior to this date
    - ii. BACCC: encumbrances can be considered as “expensed”
    - iii. Need clarification: Can Q4 dispatched contracts prior to June 30 be considered as an expense?
      - 1. Marie Amboy’s understanding: As long as item is received prior to 6/30, the invoice can be paid after this date (will be applied towards the FY in which it was ordered)
        - a. Q4 is the report showing all encumbrances, not necessarily paid out
      - 2. Problem with Perkins: Perkins will not accept anything not actually expensed
      - 3. Action: must have someone from district finance present
        - a. This is in plans to happen (collaboration between colleges and finance department)
  - b. Submit quarterly reports as soon as possible, some (two colleges for quarter 2) are still not submitted
  - c. Note: changes to Perkins’ budget in NOVA must be done by Tami or Fareha in District Finance (no longer Carmen, who is not in Finance anymore)
  - d. Come to deans if you have trouble spending funds
  - e. Lag on payment to student workers may exist
  - f. Action: by next meeting, get an idea of “who is struggling;” plan for “sweeping”
  - g. State Chancellor’s office agreed for 19-20 unspent funds allowed to carry over into FY21-22. This still has not occurred, but this has been brought to BACCC level
    - i. In writing: funds not spent in 19-20 would be carried over
    - ii. Committee-approved reallocation process is in place
      - 1. As a committee, decided to review that colleges at least 50% spent. If not, the unspent funds would be reallocated
      - 2. Implementation has not occurred (due to FIFO)
      - 3. May want to revisit and refine this process if this is to be put into play
- IV. Strong Workforce Program Update
- a. [SWP Spend Down Reports: 0035 & 2035](#)
    - i. Include allocations in these reports?

- b. FY21-22 [SWP Round 6 updated funding allocation](#)
    - i. Concern: CTE FTES did not include HEERF courses – is the data that includes HEERF courses going to be considered in place of the current FTES percentages?
      - 1. How funds are allocated will be visited later in the meeting (an item on this agenda)
      - 2. Context: 3 of the 4 colleges’ consensus - address data issues moving forward, but voted to maintain CTE FTES allocation for this year
    - ii. Adjustments: the college is responsible for creating a “budget journal” to make adjustments
  - c. Important reporting timeline
    - i. R1-4: fully expend by April 1, 2022
      - 1. Q2 fiscal reports are due in NOVA 2/15/22
      - 2. Final reporting due May 16, 2022
    - ii. R5: expend by June 30, 2022
      - 1. Q2 fiscal reports are due in NOVA 2/15/22
    - iii. R6: expend by December 31, 2023
      - 1. Project plans should be entered into NOVA and certified by March 1, 2022
- V. College CE Liaisons report-out (accomplishments, opportunities, challenges/issues)
- a. BCC
    - i. Part of Epic Unreal Education Academies
    - ii. In general, different projects this semester
      - 1. Developing and social media marketing plan, tutors embedded into classrooms, four-year program with Laney, Ohlone, and Marin.
  - b. COA
    - i. None at this time
  - c. Laney
    - i. CTE programs continuing to teach, many classes full (ie: carpentry)
  - d. Merritt
    - i. Cannabis program kicked off this semester; first course (Intro to Cannabis cultivation) – enrollment is doing well
    - ii. Microscopy career education program: \$1.4 million (Moore Foundation) reward to advance careers over four years
    - iii. “Kudos” to all CTE-involved faculty, staff
- VI. Topics for discussions

- a. Update on access to CTE enrollment data and budget reports
  - i. IR informed there is currently a website to generate these reports (Peralta website under Institutional Research: “Course completion and retention rates”)
    - 1. Follow up: CTE in general does not receive the same support as transfer students; “no access to “completers” without tools”
      - a. Academic Senate can amplify this message?
      - b. Interim deputy chancellor will also look into this
      - c. Requested “viewing” of budgets for a long time
      - d. CE-dedicated counselors make a big impact
      - e. Could use District support for colleges’ admissions office
      - f. Need access/viewing power (makes a difference)
- b. Delay in payments, and contract approval
  - i. To find out the status, use Districts’ Contract Tracking System (CTS) – training webinars are available
- c. “Add button” for CTE students to register for additional classes
  - i. Many different parties need to be involved; another topic of discussion for interim deputy chancellor’s meeting with VPSS’s.
- d. Restructuring the district CE subcommittee membership – adjusting membership/bylaws and approved by Committee and by DAASSC
  - i. CE Liaisons met in December to discuss the [edits/table](#)
  - ii. Perhaps could also add to membership classified staff (one per college), Finance representative
  - iii. Action: Constance to collaborate with Leslie - Propose finalized structure/list to membership and vote via email
    - 1. Need to be taken to Academic Senates if appointing specific individuals
  - iv. Get District Finance officially involved
  - v. Marie: Motion to approve the membership changes to committee bylaws as listed in red with the addition of a classified representative and update to verbiage (Academic Affairs instead of Educational Services)
    - 1. Motion seconded by Carla Pegues
    - 2. Motion is carried
    - 3. Will be presented to DAASC
    - 4. Add VPIs to membership list
- e. Concerns about the % CTE FTES allocation model for SWP (ie: grant-funded courses not included in the calculation of CTE FTES)

