



District Career Education (CE) Subcommittee Monthly Meeting

Friday, February 3, 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); Alejandra Tomas (Laney); Nghiem Thai and Jason Holloway (Merritt)

Classified Staff Representatives: Karen Croley (BCC); Donna A. Jones (COA); Fang Huang (Laney); Nancy Moreno (Merritt)

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

Students: Vacant (all colleges)

District Finance Representative: Fareha Bakre

Draft Agenda

1. Meeting Call to Order Welcome and Introductions (5 minutes)
2. Review, Changes, and Adoption of 2/3/2023 Meeting Agenda (5 minutes)
3. Approval of the Meeting Minutes from 12/9/2022 (5 minutes)
4. Perkins/SWP Update and Budget Overview (10 minutes)
5. College CE Liaisons Report-out
(Accomplishments, Opportunities, Challenges/Issues) (15 minutes)
6. Agenda Items
 - Follow-up: Nominations/Electing Tri-Chair (Classified Staff) (10 minutes)
 - California Virtual Campus (CVC) Exchange – Update on the Peralta Colleges “Teaching College” Status
 - Revisiting FY 2022-23 S.M.A.R.T. Career Education Goals (15 minutes)
7. Other Matters, Q&A, Announcements (25 minutes)
 - Northern Alameda Adult Ed Annual Planning Retreat
February 15–16, 2023, 8:30 a.m. – 4 p.m. @ Merritt College
8. Adjournment

Next meeting (Special Session): Friday, March 3, 2023

District Board Room, 1:30 p.m. – 4:30 p.m.

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CE Liaisons

Mary Clarke-Miller and Barbara Des Rochers (BCC); vacant (COA); Eleni Gastis (Laney);

Michelle St. Germaine and Feather Ives (Merritt)

Students: Vacant (all colleges)

District Finance Representative: Fareha Bakre

Present

Albert Maniaol, Constance Koo, Ally Tomas, Christopher Lewis, Nancy Moreno, Eleni Gastis, Nghiem Thai, Shemila Johnson, Michelle St Germaine, Marie Amboy, Karen Croley, Denise Richardson, Fang Huang, Barbara Des Rochers, Eva Jennings, Randy Yang, Becky Opsata, Tina Vasconcellos, Donna Jones, Stephanie Droker, Mary Clarke-Miller

Minutes

- I. Meeting Call to Order Welcome and Introductions (5 minutes)
 - A. Meeting start 2:05 PM
- II. Review, Changes, and Adoption of 2/3/2023 Meeting Agenda (5 minutes)
 - A. Agenda approved & seconded
- III. Approval of the Meeting Minutes from 12/9/2022 (5 minutes)
 - A. 12/9/22 Minutes approved and seconded
 - 1) 1 abstain
- IV. Perkins/SWP Update and Budget Overview (10 minutes)
 - A. Spending down funds has been a challenge
 - 1) Funds encumbered, but not expensed = indicates a real issue with an internal process
 - 2) A process (specific to SWP) was actually developed and approved by the committee: if you are 1 year out and not yet 50% spent, then the remaining unspent funds are open for discussion to reallocate so other colleges can spend (from 11/1/19 Meeting Minutes)
 - a. Was never implemented; partly due to all colleges not being in a place to actually spend further funds
 - b. Might be a good place to start and use as a foundation
- V. College CE Liaisons Report-out

- A. BCC: Career Fairs, digital imaging, paid internships, institute for regenerative medicine grant to fund internship compensation
 - 1) District has taken entire 10% of the grant (indirect costs) with no method to return the funds back to the colleges and no system in place – not appropriate; there needs to be clear systems in place, line items for internships, etc. for all grants – not just this one
 - a. Needs a different plan of action; enormous amount of time spent just to ‘push things through’ (ie: MOU); formerly had a 3rd party fiscal sponsor to handle the grant
 - b. District is always the fiscal agent – always gets the indirect costs
 - c. Dr. Droker: trying to bring on executive director of grants personnel; continuing to work on methods. AVC Tina Vasconcellos will be working with Albert
 - 2) Desires follow up on Flex Day discussion: Network upgrade, computer labs, etc. not utilizing the bond – is the plan to look for another bond? What is the District plan?
 - a. No updates yet; will need to hear from extended cabinet
 - B. COA: Carla is the CE Liaison now; career discovery day April 21st; new transportation technology building will break ground in March; met with architects on aviation maintenance technology project – refurbishing one hangar and demolishing/rebuilding a new one; homeless facility being built with services
 - C. Laney: hosting ASCCC Regional CTE meeting in March; facilities need attention – beyond the point of hindering instruction and in the health and safety zone: no hot water, slip and falls, cosmetology & culinary cannot hold proper instruction without hot water, no transparent communication; plan to work with DAS and Chancellor to find a solution; looming FTEF cuts – VP having transparent discussions regarding this; planning on the way for open house on April 29th; summer institute planning occurring; first ever CTE welcome day on the first Thursday of the semester (outreach for student registration) & looking forward to holding this for next semester
 - D. Merritt: child development (and children’s center) new building had ground breaking on Wednesday and slated to open April 2024; Nghiem Thai new acting dean of Division 3; very concerned about facilities – lighting, safety issues, technology; April 28th is CE Day
- VI. Follow-up: Nominations/Electing Tri-Chair (Classified Staff) (10 minutes)
- A. Nominated
 - 1) Nancy Moreno: 5
 - 2) Fang Huang: 7
 - B. Motion to table the nomination and confirm the voting process until March 3rd
 - 1) Can it be for multiple terms? (Since we are near the end of the year)
 - 2) Find out correct voting procedure; find a clear process
 - 3) Make it an actual action item to vote on
 - 4) Motion seconded by Barbara Des Rochers
 - 5) 8 no’s & 3 yes’s
 - C. Motion to select 2-3 members (ie: task force) to establish a voting process for the next meeting for future elections

- 1) Seconded by Chris Lewis
 - 2) 10 yes's; 0 no's
- VII. California Virtual Campus (CVC) Exchange – Update on Peralta Colleges “Teaching College” Status
- A. Satisfied Phase I: is a home college, signed financial aid requirements, course finder API
 - B. Working on next steps: has yet to become a Teaching College in order to enable external students to register automatically
 - 1) Many requirements, mostly involving IT. Two important processes:
 - a. Adding or completing a “super glue:” automation between PCCD systems and CVCs (ie: Canvas)
 - b. Electronic Transcript Transmission
- VIII. Revisiting FY 2022-23 S.M.A.R.T. Career Education Goals (15 minutes)
- A. See document detailing goals
 - B. Expectations? What is the clear process to move on the goals in between meetings? This will make future meetings more effective.
 - C. Goal #5 survey coming out next week
- IX. Other Matters, Q&A, Announcements (25 minutes)
- A. Northern Alameda Adult Ed Annual Planning Retreat February 15–16, 2023, 8:30 a.m. – 4 p.m. @ Merritt College
 - 1) Discussion on Career Pathways (adult school to college)
 - 2) Invitation to register will be resent
- X. Adjournment
- A. Next meeting March 3rd