



District Career Education (CE) Subcommittee Monthly Meeting

Friday, March 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>

CURRENT MEMBERSHIP: **BCC:** Kuni Hay, VPI; Chris Lewis, CE Dean; Mary Clarke-Miller, CE Liaison; Barbara Des Rochers, Faculty; Karen Croley, Project Manager; **COA:** Diana Bajrami, VPI; Eva Denise Jennings, CE Dean; Carla Pegues, CE Liaison and Subcommittee Co-Chair; **Laney College:** Rebecca Opsata, VPI; Alejandra Tomas, CE Dean; Leslie Blackie, CE Liaison; Kim Bridges, Faculty; **Merritt College:** Denise Richardson, VPI Marie Amboy, CE Dean; Jason Holloway, Dean of Workforce Development and Applied Sciences; Michelle St. Germaine, CE Co-Liaison; Feather Ives, CE Co-Liaison; **District:** Albert Maniaol, CE Subcommittee Co-Chair; Constance Koo, Carmen Fairley
(Note: Membership list above subject to changes/corrections)

Agenda

2:00 p.m. – 2:10 p.m.	Meeting Call to Order Welcome and Introductions Update on the Membership List	Albert/Carla
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2:10 p.m. – 2:20 p.m.	Review and Adoption of the Meeting Agenda and Approval of the 2/4/2022 Meeting Minutes	All
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2:20 p.m. – 2:40 p.m.	Topics for Discussion	All
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- **Question and Answer Forum – Institutional Research (20 minutes)**
(Guest: Steven Chan)

1. *How are CTE FTES calculated to be used in determining grant funding allocation to the 4 colleges?*
2. *Which SAM Codes are used in calculating CTE FTES? A to D or just A to C?*
3. *Are grant funded classes (Accounting Method "X") included in calculating CTE FTES?*
4. *How are CTE skill builders captured and used in calculations of SCFF? Are % completers of CTE classes and programs used in the SCFF? How can faculty see these data?*

2:40 p.m. – 3:30 p.m.	Topics for Discussion	All
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- **Question and Answer Forum – CBO's, District Finance (50 minutes)**
(Guests: VPAS Augustine Gill, Lilian Perez, Tami Taylor, Fareha Bakre)

1. *Here are the state guidelines on when expenses can be reported for Strong Workforce and Perkins. Is this aligned with District policies?*

Q: When are funds considered obligated for the purposes of meeting the 12/31/21 expenditure deadline for the year 4, 2019-20 allocation of Strong Workforce Funds?

A: The following table establishes when Strong Workforce Program funds are considered obligated. As with all fiscal matters, local policies must also be followed.

When SWP funds are considered obligated	
Type of Cost	Obligation Occurs
Equipment and Supplies	Date of Purchase Order
Work of Employees	When Work is Done
Contracted Services	Date of Written Agreement
Utilities	When Used
Rental	When Used
Travel	When Travel is Taken
Conference Registration	When Fee is Paid

2. *From our understanding, we have until June 30th to receive tangible items, and those invoices do not have to be paid by June 30th for it to be recorded as an expense within the current fiscal year. Is this correct?*
3. *Originally, indirect costs were not added to the college's allocations in Rounds 1-4. Rounds 5 and 6 allocations included the indirect costs. There are now indirect cost budget and expense lines in PeopleSoft for some projects. What is the status of indirect costs for Rounds 1-4 Local projects and how do indirect costs get expensed in PeopleSoft each reporting period?*
4. *We need to outline the delineation of duties between the district and the colleges—policies that are to be implemented/followed regardless of who the administrators are in position.*

(Time permitting)

3:30 p.m. – 3:35 p.m.	Perkins Update Report	Carmen
3:35 p.m. – 3:40 p.m.	Strong Workforce Program Update a. SWP Spend Down Reports b. Important Reminders	Albert/ Constance
3:40 p.m. – 3:50 p.m.	College CE Liaisons Report-out (Accomplishments, Opportunities, Challenges/Issues)	BCC/COA/ Laney/Merritt
3:50 p.m. – 4:00 p.m.	Other Matters, Q&A, Announcements	All

Adjournment

a. Next Meeting: Friday, April 1, 2022



Career Education District Committee

MINUTES

Friday, March 4, 2022

2:00 p.m. – 4:00 p.m.

Via Zoom Meeting ID: 95658780399

Meeting URL: <https://cccconfer.zoom.us/j/95658780399?pwd=UnVLZlVRcHFnbUMrSjY4ZlZmOWdRZz09>

[Meeting Recording](#)

Meeting Chat (end of document)

Co-Chairs: Albert Maniaol and Carla Pegues

PRESENT: Constance Koo, Stephanie Droker, Marie Amboy, Augustine Gill, Barbara Des Rochers, Mary Clarke-Miller, Ally Tomas, Christopher Lewis, Michelle St. Germaine, Kim Bridges, Eva Jennings, Jason Holloway, Carla Pegues, Albert Maniaol, Karen Croley, Myron Franklin (for Leslie Blackie), Joy Chavarin, Lilian Pires, Azul Lewis, Carmen Fairley, Steven Chan, Candy Mintz, Sinead Anderson, Amy Marshall, Tami Taylor, Nathan Pellegrin, Shemila Johnson, Natalie Fedorova, Fang Huang, Joanna Louie, Max Voong, Becky Opsata, Feather Ives

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)

Agenda

- I. Meeting Call to Order, Welcome
 - a. 2:04 PM Meeting Start
 - b. Update on the membership list
 - i. 19 Total, pending DAASSC approval of the recommended update
 1. Laney College still waiting to vote on the classified senate rep

- c. Review and adoption of the 2/4/22 meeting agenda and minutes
 - i. Approved
- d. April meeting date: April 15, 2022
- II. Topics for Discussion
 - a. Question and Answer Forum – [Institutional Research with guest, Steven Chan](#)
 - i. How are CTE Full Time Equivalent Students (FTES) calculated to be used in determining grant funding allocation to the four colleges?
 - 1. CB 09 SAM codes
 - 2. Can pull information depending on the intent of the report
 - 3. SAM code must be aligned with top code – will use both SAM code and top code
 - a. To be approved by DAASSC before implementing
 - b. Albert to notify Steven to update report criteria
 - i. Marie: not actually changing the process, just shifting the pool from which we pull information
 - ii. Question: when the change does happen, to be applied to round 7 allocation?
 - iii. Allocation is not based on BAM, but on CTE FTES, however -
 - 4. Scheduler curriculum needs to make sure data is accurate (source of the problem)
 - a. Will see discrepancies when looking at different reports
 - ii. Which SAM codes are used in calculating CTE FTES? A-D or just A-C?
 - 1. Student Centered Funding Formula (SCFF) and CCCCCO SCFF dashboard
 - iii. Are grant funded classes (accounting method “x”) included in calculating CTE FTES?
 - 1. Anything with X will be excluded
 - iv. How are CTE skill builders captured and used in calculations of SCFF? Are % completers of CTE classes and programs used in the SCFF? How can faculty see these data?
 - 1. IR can grant access
 - 2. Building a dashboard to share
 - b. CBO’s, District Finance (Tami Taylor)
 - i. Are SWP state reporting guidelines aligned with District policies?
 - 1. The grant drives what is allowable and not allowable
 - 2. It pretty much aligns with district policies: purchases need to occur before June 30 if it’s annual; or prior to December 31, to be included in your reporting
 - 3. If services have been rendered, but no billing, you need to reach out to vendors to obtain documentation that the purchase/service has occurred prior to the cutoff date
 - 4. Actual expense is when funds are encumbered; when something is encumbered, it’s considered “in”

- ii. June 30th receiving tangible items deadline, invoices, recording
 - 1. Invoices do not need to be paid by cutoff date, but they need to be approved (even if it may get paid in July or August)
 - 2. Applies to Perkins, too. As long as items have been encumbered, it can be included in the report. (In the system prior to June 30th)
- iii. Indirect costs not included R1-4, but included R5-6. What is the status of indirect costs for R1-4 local projects? How do these costs get expensed in each reporting period in People Soft?
 - 1. Can't do much on prior years, but can go forward – indirect lines can be set up and make sure to journal for indirect costs so it's captured in expenses and will get reported
 - 2. Finance does not report indirect costs or make actual journal entries. College business office, grant coordinator, or project manager will do this
 - 3. Rounds 1-4: district finance was booking indirect since the beginning of these funds
 - a. Can there be an expectation that this will go back to the colleges?
 - b. What has district finance done from the beginning to now?
 - c. What are the expectations of responsibilities? Where have things been held up now?
 - d. District finance (T Taylor) cannot say who did the indirect funds booking
 - i. Doesn't believe there is a line for "indirect costs"
 - ii. Moving forward, must have the indirect budget in line in order to see it clearly. Treat it as an expense when reported, however it goes to Finance (not really an expense)
 - 1. Not like this in the past, process established by Fareha – establish a location line
 - 2. In the past, whoever oversaw all the grants, all the indirect funds went to the VC
 - 3. Going forward: need to establish and budget and charge the expense (a hard journal entry) to account for the cost of the indirect cost. Each of the colleges would need to book this journal to debit indirect costs (done monthly or quarterly). When budget is set up with the new allocation, the indirect costs budget in total needs to also be set up
 - iii. Objection: District Finance is the one who knows how to book the indirect costs and these costs go to the District, so the District should book the funds

- iv. SWP = a nuanced grant – imperative for ongoing communication with District Finance monthly, if not more (so adjustments don't get out of hand)
 - v. Pulling reports can be very confusing! Everyone must know the same guidelines so numbers will be based on the same things
 - 4. Need journaling instructions and roles in doing so in writing (exact budget codes, etc.) and when policies are changed, it needs to be more widely disseminated for better communication
 - iv. Delineation of duties between district and colleges
 - 1. Policies and roles in writing (regardless of personnel turnover)
 - 2. Training a good idea
 - 3. COA as an example: quarterly or monthly basis meetings with the district (they come to campus) to address policies, procedures, training, internal controls
 - a. What are the audit findings as it relates to COA? Root causes? Management action plan in partnership with district to address these
 - b. Huge need for training due to active personnel shifts
- III. Updates: [Perkins Report](#) & [SWP GL Report](#)
 - a. And [Important Dates](#)
- IV. CE Liaison Report
 - a. BCC: IGDA Student Chapter has been approved, two students obtained volunteer positions at Game Developers Conference (GDC); working with Sony on internships
 - b. COA: nothing major to report yet
 - c. LC: no report
 - d. MC: no report; interested in tracking all of the budget concerns and processes
- V. Advocacy request from BACCC – Marie Amboy
 - a. Timelines: deadline for R4 is April 1st; for R6 extended to 12/31/23; no movement for R5, still June 30th deadline
 - b. Statewide conversations on how to advocate for members, not reacting per usual
 - c. Seeing a consistent extension of deadlines; hoping to advocate for a [36-Month SWP Timeline](#) altogether (vs 30 month)
- VI. Other Matters, Q&A, Announcements
 - a. For next meeting's agenda: Develop guiding principles or rubric (process) on spending down – this has been developed already – must find in past minutes
 - b. When will R6 augmentation funds be loaded into budgets? Budget journals must be submitted first
- VII. Meeting adjourned
 - a. Next meeting: Friday, April 15, 2022

14:01:50 From Dr. Stephanie Droker to Everyone:
Hi All! Nice to meet you! Stephanie Droker, Interim Deputy Chancellor

14:06:14 From Marie Amboy to Everyone:
Given the remaining number of meetings left in this academic year, we should plan to work with our college senates to identify a rep for the rest of this year as well as next year.

14:06:59 From Augustine Gill to Everyone:
Augustine Gill, VPAS COA

14:08:05 From Barbara to Everyone:
yes

14:08:09 From Marie Amboy to Everyone:
Yes

14:08:09 From Mary Clarke–Miller to Everyone:
yes

14:08:10 From Barbara to Everyone:
Yes

14:08:12 From Ally Tomas, Laney College to Everyone:
y

14:08:14 From Christopher Lewis to Everyone:
yes

14:08:18 From Michelle St Germaine–Child Development Dept. to Everyone:
y

14:08:24 From Professor Kim Bridges to Everyone:
Yes

14:08:25 From Eva Jennings to Everyone:
yes

14:09:11 From Jason Holloway to Everyone:
yes

14:09:32 From Christopher Lewis to Everyone:
yes

14:09:36 From Carla Pegues to Everyone:
yes

14:09:39 From Ally Tomas, Laney College to Everyone:
Y

14:09:39 From Michelle St Germaine–Child Development Dept. to Everyone:
y

14:09:40 From Marie Amboy to Everyone:
YES to minutes

14:09:41 From Jason Holloway to Everyone:
yes

14:09:45 From Professor Kim Bridges to Everyone:
Yes

14:09:48 From Mary Clarke–Miller to Everyone:
yes to min

14:09:52 From Eva Jennings to Everyone:
yes

14:10:01 From 03261958 to Everyone:
yes

14:10:08 From Barbara to Everyone:
yeds

14:10:42 From Constance Koo to Everyone:

What was the new April meeting date? My husband was noisily getting ice at the time

14:11:04 From Carla Pegues to Everyone:
April 15th

14:11:08 From Constance Koo to Everyone:
Thanks!

14:12:59 From Albert Maniaol to Everyone:
Please enter your name, title and location in the Chat for your participation. Thank you.

14:13:27 From Michelle St Germaine-Child Development Dept. to Everyone:
Michelle St. Germaine Merritt CE Liason

14:13:29 From Eva Jennings to Everyone:
Eva Jennings, Dean of Career & Workforce Education, CoA

14:13:48 From Karen Croley to Everyone:
Karen Croley CTE Project Manager, BCC

14:13:52 From Myron Franklin to Everyone:
Myron Franklin

14:14:23 From Joya Chavarin to Everyone:
Joya Chavarin, CTE Faculty Program Coordinator, BCC

14:14:36 From Myron Franklin to Everyone:
Myron Franklin Laney College surrogate for Leslie Blackie

14:14:54 From Marie Amboy to Everyone:
Marie Amboy, Dean of Allied Health and Public Safety, Merritt College

14:17:02 From Lilian Pires to Constance Koo(Direct Message):
Hi Constance, I finally made it to a meeting...I am multi-tasking, though, as we speak! Your comment about your husband making noise with the ice was funny...My husband did that too in a previous meeting!

14:17:53 From Christopher Lewis to Everyone:
Chris Lewis Dean of Math, Science and CE at BCC

14:18:19 From Constance Koo to Lilian Pires(Direct Message):
He even asked for permission to "get water," but he didn't say anything about ice! LoL ... so glad you're here!

14:18:31 From Azul Lewis to Everyone:
Azul Lewis, Chemistry Lab Tech, BCC

14:21:53 From Lilian Pires to Constance Koo(Direct Message):
That is too funny! Did you send out the newly formatted spreadsheets already?

14:25:23 From Constance Koo to Lilian Pires(Direct Message):
Yes I did... Did you get them? I can send to you too if you want

14:27:57 From Lilian Pires to Constance Koo(Direct Message):
Yes, please. I thought I saw it but can't filter in my email right now. I need to work on this SWP like I had promised. I have been so swamped. I only had a small window from mid November to mid December to work any extra time on this. I am so sorry!

14:29:19 From Constance Koo to Lilian Pires(Direct Message):
Sent!

14:35:44 From Christopher Lewis to Everyone:
Thank you

14:35:53 From Carla Pegues to Everyone:
Thank you!

14:36:34 From Lilian Pires to Constance Koo(Direct Message):
Thank you!!

14:37:53 From Marie Amboy to Everyone:
It's actually Lilian PIRES.

14:37:56 From Ally Tomas, Laney College to Everyone:

Thats Pires

14:38:13 From Lilian Pires to Everyone:

Thanks, Marie and Ally!

14:43:31 From S.G. Anderson to Everyone:

Thank you for presenting can you clarify you are referring to our Liability List.

14:53:56 From Marie Amboy to Everyone:

After Fareha responds, I would really like to hear from Carmen as she was the person who handled this in years past.

15:02:28 From Karen Croley to Everyone:

Can we get all of that in writing?

15:02:45 From Marie Amboy to Everyone:

I believe strongly that the DISTRICT needs to be the one to book this for us. Especially if those funds go to the District. Not to the colleges.

15:02:54 From Ally Tomas, Laney College to Everyone:

It would be nice to have a Peralta grants management handbook

15:10:43 From Dr. Stephanie Droker to Everyone:

I must attend another meeting. I will connect with Albert to see about next steps.

15:15:57 From Marie Amboy to Everyone:

This is why the DISTRICT should be the one to book this. They have done it in years past and should continue to do so.

15:16:20 From Steven Chan to Everyone:

I have to run. Please contact me if any question about data and reports. Have a nice weekend!

15:16:30 From Christopher Lewis to Everyone:

Great idea — a guide book.

15:16:35 From Eva Jennings to Everyone:

Thank you, Steven!

15:16:43 From Ally Tomas, Laney College to Everyone:

Thank you, Steven!!!

15:20:09 From Amy Marshall to Everyone:

@roles and processes!

15:20:20 From Lilian Pires to Everyone:

We appreciate District's written guidelines on these new processes. Thank you.

15:21:48 From Amy Marshall to Everyone:

@Tami, Fareha and Carmen... thank you!!!

15:22:43 From Amy Marshall to Everyone:

@training and guidelines.. how do we get to the next steps given everyone's bandwidth?

15:23:22 From Marie Amboy to Everyone:

Tami and/or Fareha – would you be open to meeting with the CE Deans quarterly (at least) to ensure we are able to address these fiscal issues?

15:26:18 From Amy Marshall to Everyone:

@district finance – at Laney we appreciate the support we've received as well.

15:28:55 From Marie Amboy to Everyone:

Yes – thank you!

15:29:11 From Lilian Pires to Everyone:

Thank you, Tami and Fareha, we appreciate your support as well and hope that you can meet with Merritt soon.

15:29:26 From Christopher Lewis to Everyone:

Thank you Tami!

15:29:29 From Eva Jennings to Everyone:

Thank you, Tami!

15:30:17 From malasad to Everyone:

Can you please educate us what is the abbreviation NOVA stand for ?

15:31:14 From Marie Amboy to Everyone:

NOVA is not an abbreviation. It is the name of the statewide reporting tool that is used for Strong Workforce, Perkins, etc.

15:31:41 From malasad to Everyone:

Thank you

15:32:25 From Marie Amboy to Everyone:

Thank you Tami, Fareha, and Amy. Please come back again!

15:37:02 From Marie Amboy to Everyone:

Thanks Carmen!

15:38:23 From Lilian Pires to Everyone:

Thank you, Carmen and Constance!

15:38:45 From Eva Jennings to Everyone:

Thank you, Constance.

15:41:06 From Lilian Pires to Everyone:

I believe Sui Song was booking indirect

15:41:29 From Marie Amboy to Everyone:

Oh yeah – I forgot about Sui Song

15:43:06 From Marie Amboy to Everyone:

So are these applied to our totals?

15:44:37 From Amy Marshall to Everyone:

cost center 128 = "Wrkforce Devel Cont Ed"

15:54:01 From Amy Marshall to Everyone:

@thanks for the invite.

15:54:35 From Mary Clarke–Miller to Everyone:

i can help :)

15:54:49 From Amy Marshall to Everyone:

I'm signing off. Please let me know if there's anything that I can do to support.

15:55:42 From 03261958 to Everyone:

Thank you ALL!

15:56:04 From Mary Clarke–Miller to Everyone:

Question if the bond is still on hold and we have not been able to update our technology in the colleges can we revisit SWP and use to update computerlabs etc

15:56:16 From Marie Amboy to Everyone:

https://docs.google.com/document/d/1_usSwxEuCL4aFM3hJMXucx-r01a3q2zQaGVN0P8xCY8/edit

15:56:30 From Marie Amboy to Everyone:

Here's the document.

15:57:52 From Mary Clarke–Miller to Everyone:

yes there was – and it was if another college had a project –

15:57:55 From Marie Amboy to Everyone:

We need to find the minutes from previous meeting.

15:57:59 From Marie Amboy to Everyone:

*meetings.

15:58:09 From Marie Amboy to Everyone:

The policy and process was developed and approved.

16:00:26 From Feather Ives to Everyone:

Can we get the meeting link posted soon. Thanks.

16:00:45 From Feather Ives to Everyone:

recording.

16:00:54 From Lilian Pires to Everyone:
Thanks!