

# CE Committee Meeting

Date: Monday, February 3, 2020

Time: 1:00p.m. to 2:30 p.m., Room 405

Person/ Time	What?	Notes/ Action Items
Nancy Cheung	1. Welcome and Norms a. Review Norms	<ul style="list-style-type: none"> <li>• Start on time, end on time</li> <li>• Introductions</li> </ul>
Kristin Lima	2. Action Items a. Approval of Minutes- December 2, 2019  b. Shared Governance Document i. Survey Results ii. Shared Governance- Approval to submit	<p><b>Approval of minutes from 12/2/19:</b>            First: Nancy Cheung            Second: Frank Ko            Abstentions: Christy Davis and Rachel Tupper-Eoff.            Corrections: None</p> <p>The Survey Monkey Survey to vote on the CE Committee Document Survey was sent out to current representatives for each division.</p> <ul style="list-style-type: none"> <li>• Twenty-two people responded to the survey.</li> <li>• Copies of the survey results were handed out.</li> <li>• Kristin went over each survey question and read the comments to the group.</li> </ul> <p>The group discussed minor changes that needed to be made to the document:</p> <ul style="list-style-type: none"> <li>• Under Process: Add in description “how the project meets more, better, aligned”.</li> <li>• Under Membership: If the Administrative chair is a voting member then they will vote and then the chairs will vote as a block (1). To address comments from the survey on Question #3</li> <li>• 7. Take out “Robert Yest method” and replace with “Prioritization will be weighted.”</li> <li>• Administration: change to (Deans, or designee VP.)</li> </ul>

		<p><b>Motion to approve the CE Committee Document (with changes above):</b>          First: Jerome Manos          Second: Jeanne Wilson          All in favor          Opposed: No one.          Abstentions: Frank Ko and Gabriel Chaparro</p>
<p>Kristin Lima</p>	<p>3. Strong Workforce          a. Regional Pathways Coordinator – 1 per district</p> <p>b. Regional Funding for 2020- just approved</p> <p>c. New Project Approvals</p>	<p>The BACCC is currently looking for a Pathways Coordinator. Each community college district is allocated \$125k for a Pathways Coordinator. The funds go to K-12 local education agency, not directly to us. Tri-valleys ROP Alameda County ROP have both applied to be the host. At this time all the K-12 districts have written a letter of support for Tri-Valley ROP to be the lead.</p> <p>Regional funding for this year was approved last week at the January board meeting. We are in Year 3 and in a funding gap because Year 2 closed in December. There is a hold because we couldn't set it up until it was board approved.</p> <ul style="list-style-type: none"> <li>• Regional projects that do not include personnel will be on hold for a while until we get the budget set up.</li> <li>• We are about 18 months behind, so we now have less than a year to spend for year 3. Year 4 will start in July.</li> </ul> <p>A lot of positions were moved over to SWF based on the budget deficit last year because they're considered "Career Education".</p> <ul style="list-style-type: none"> <li>• Example: Two Instructional Assistants in Dental were originally funded through Perkins. However, Perkins has a three-year rule, so when we exhausted the three years, they were moved to General Fund. Now, they're being moved back to a categorical because we're trying to make up for the GF deficit.</li> </ul> <p>VP Kritscher asked about the marketing of non-credit classes. Ohlone College has a non-credit brochure that he thought was inspirational.</p> <ul style="list-style-type: none"> <li>• All that the marketing we have done is for nonspecific Career Education. VP Kritscher will meet and discuss some ideas with Christina Read.</li> <li>• The group discussed other ways to market other than brochures/flyers.</li> <li>• There is a CE video project starting soon.</li> </ul>

	<p>4. Perkins</p> <p>a. Reminder to submit requisitions</p> <p>b. Reminder of Advisory Committee requirement</p>	<p>We are preparing for the next round of Perkins applications.</p> <ul style="list-style-type: none"> <li>• If you had projects approved last year, please submit your requisitions ASAP.</li> <li>• If your area is considered Career Education, you must have an Advisory Committee and meet at least once a year. If you have accreditation standards the requirement is twice a year.</li> </ul>
	<p>5. Professional Development</p> <p>a. Reports</p>	<p>There was some discussion/concern in the PDEV committee that the CE Committee is starting a different process for professional development requests.</p> <ul style="list-style-type: none"> <li>• The CE Committee previously discussed that they would like everyone who attends a conference to do a short write up, answering a couple of questions about the conference. These questions were previously used by PDEV when a conference expense claim was submitted.</li> <li>• Several people express that they would like all conference/professional development requests to go through PDEV.</li> <li>• Gabe would like to create an electronic form for processing PDEV requests.</li> <li>• Gabe and Kristin will get together to discuss how to best process CE professional development requests.</li> </ul>
	<p>6. Next Steps</p> <p>a. Timeline for 20-21 applications/process</p> <p>b. Deadline for approval is April 20<sup>th</sup> meeting</p>	<ul style="list-style-type: none"> <li>• Applications will be sent out to the Deans the first week of March.</li> <li>• The April 6<sup>th</sup> meeting will be held in the Event Center from 3-6pm in lieu of our usual 1pm meeting. There will be presentations on potential projects. This is the time to sell your project to the group.</li> <li>• Voting to approve projects will take place April 20<sup>th</sup>.</li> <li>• Applications are due by May 15<sup>th</sup>.</li> </ul>
	<p>7. Outreach</p> <p>a. Temporary Outreach Specialist- Katherine Greenberg</p> <p>i. Career and Networking Fairs</p> <p>1. Tues April 14th</p> <p>2. Thurs April 9<sup>th</sup> ECD</p> <p>ii. Tours/Outreach, etc.</p> <p>1. April 25<sup>th</sup>- SOAR</p>	<p><b>Outreach:</b></p> <ul style="list-style-type: none"> <li>• Katherine Greenberg is a Temporary Outreach Specialist who is taking on some tours as well as the Career and Networking Fair.</li> <li>• The Career and Networking Fair is coming up on April 14<sup>th</sup> and will be held in the Event Center from 2:00pm-6:00pm. If you have industry contacts that you would like to invite, please send info Katherine.</li> <li>• The ECD job fair is Thursday, April 9<sup>th</sup>. It will be held in the Event center on Thursday 5:00pm -6:30pm.</li> <li>• April 25<sup>th</sup> is SOAR day. SOAR stands for Student Orientation and Registration day. They are looking for faculty and representatives to assist, open up labs, etc. Please let Terri Anderson know if you can help out.</li> <li>• VP Kritscher shared the Tour Request Form on the Chabot College website.</li> </ul>

	Good of the Order/Comments	
	Attendees	Kristin Lima, Nancy Cheung, Dave Vetrano, Mike Sherburne, Rachael Tupper-Eoff, Victoria Ugaki, Frank Ko, Christina Davis, Christina Read, Terra Lee, Jeanne Wilson, Matt Kritscher, Hilal Ozdemir, Nathaniel Rice, Cristina Moon, Jerome Manos, Gabriel Chaparro, Sara Parker, Stacy Thompson, Bob Buell, Claire Bailey

**Key Dates: March 2, 2020, Monday, 1:00pm-2:30pm – Next Meeting**