CE Committee Meeting
Date: Monday April 19, 2021
Time: 1 p.m.   to   2:30 p.m. , Room: Zoom

Person /Time	What?	Notes/ Action Items
1:04	1. Welcome and Norms a. Review Norms	• Start and end on time • Be present in the moment • Treat each other with respect even when you disagree • Ensure the meetings are productive • All needs are important
	2. Approval of Minutes – March 1, 2021 3. Approval of Minutes – March 29, 2021	**Approval of Minutes- March 1, 2021** **Motion to Approve:** Deonne Kunkel Wu **Seconded:** Abby Patton **Abstentions:** Jeanne Wilson **Opposed:** None **Corrections:** None **Minutes Approved April 19, 2021** **Approval of Minutes- March 29, 2021** **Motion to Approve:** Deonne Kunkel Wu **Seconded:** Abby Patton **Abstentions:** Jeanne Wilson **Opposed:** None **Corrections:** None **Minutes Approved April 19, 2021**

	4. Let's Peek into:
	   a. Theater
	   b. Medical Assisting
	
	5. Review of Committee Representatives and Voting Members
		• Let's Peek Into: Theater with Dov Hassan (video presentation)
		• Let's Peek Into: Medical Assisting with Kristina Perkins (see attached PowerPoint)
		Anyone else who would like to do "A Peek Into" your CE department, please contact Kathleen and she will schedule your presentation for an upcoming meeting.
		
		The CE Committee Representative spreadsheet was shared. Leads were asked to confirm their committee members.

	6. Review of CE Funding Requests
	   a. Google Spreadsheet with Proposals
	   b. Requirements of Allocation of Funding
		Dean Lima reviewed the Google sheet with CE Funding Requests.
		
		     [CE Funding Requests 2021-22](#)
		   • The meeting recording and links to the presentation PowerPoints are included in the funding request sheet.
		   • Several members expressed that they would like to see every question that was answered on the request form on the request sheet.
		   • Claire will update the Funding Request Google Sheet with all of the questions.
		   • Each Project Lead/Dean was asked to review the Funding Request sheet one last time before voting to ensure that all of the information is accurate.
		   • Some things are included already in the budget including: Student Assistants, software, maintenance, memberships, etc.
		
		Requirements for Funding include:
		   • Completion of plan before June 1 and will require follow-up until June 15
		   • An Advisory Meeting During the 20-21 Academic Year
		   • Respond to Core Indicator Details and Analysis – regardless of source of Funding
		
		The voting ballot was reviewed.
		   • Claire filled out an example ballot to show how the ballot works.
		   • 24-hour notice will be sent as a reminder that voting will start.
		   • Ballots are due back to Claire Bailey 48 hours after they are sent.
		   • Votes will be tallied by the May 3rd meeting.
		   • The most restrictive funding is Perkins, followed by Regional SWF, and Local SWF is the least restrictive.
		   • The fund manager will decide what project fits into what funding.
		   • The ballot is an Excel file. Please make sure you have Excel to fill out the ballot.
		   • Dr. Lima reviewed the Guiding Questions for CE Funding Requests that were created last year to assist committee members with voting.

	7. Voting Procedures
	   a. Example Ballot
	   b. 48 hours to vote
	   c. Potential questions to ask yourself: "More, Better, Aligned", does the LMI support the investment, is the investment reasonable and achievable, etc.	

	8. Future funded positions	Future Funded Positions:
		   • 9 positions were initially approved
		   • Several openings haven't been replaced including: CE Project Manager, Outreach Specialist and Instructional STEM center assistant
		   • Instructional Assistant for AMC has recently resigned

		Discussion of process for approving positions: • Senior Leadership can approve positions at any time. • Dr. Lima would like to discuss reinstating CE Project Manager and would like the Committee's support. • A sub-committee was formed to discuss the prioritization process for future funded positions. - The subcommittee will consist of: Safiyyah Forbes, Dave Vetrano and Heather Hernandez. - The subcommittee will meet and share their recommendation at the next meeting.
	9. Final Budget by last meeting of the year 10. Next meeting: May 3, 2021	
	Attendees:	Claire Bailey, Kristin Lima, Kathleen Stanley, Susan Williams, Nathaniel Rice, Christina Read, Dov Hassan, Connie Telles, Morgan Butler, Alice Hale, Abby Patton, Na Liu, Jeanne Wilson, Emily Chan, Nancy Cheung, Jamal Cooks, Heather Hernandez, Bobby Nakamoto, Deonne Kunkel Wu, Safiyyah Forbes, Dave Vetrano, Aaron Deetz, Tess Weathers, Gabriel Chaparro, Patrick Mwamba, Simon Abramowitsch, Stacy Thompson, Heather Oshiro, Jerome Manos, Kristina Perkins, Debbie Trigg, Kevin Kramer

Upcoming Meetings: May 3, 2021

Mission Statement

Chabot College is a dynamic, student-centered community college that serves the educational, career, job skill, and personal development needs of our community. We provide culturally responsive, revitalizing, and sustaining learning and support services driven by a goal of equity. Building upon students' strengths and voices, we empower students to achieve their goals and lead us towards an equitable and sustainable world.

*Pending BOT approval with EMP