



Committee Name: Career Education Committee

Meeting Date: September 20, 2021

Meeting Chaired by: Kathleen Stanley via Zoom

Start time: 1:00 pm - End time: 2:30 pm

Minutes Prepared by: Claire Bailey

Tri-Chair (3)	*Voting Members				Visitors Present
<input checked="" type="checkbox"/> Christina Read	<input checked="" type="checkbox"/> Deonne Kunkel Wu, AMC	<input type="checkbox"/> Debbie Trigg, Counseling	<input type="checkbox"/> Bobby Nakamoto, Social Sci	<input checked="" type="checkbox"/> Shelley Rae Corpus, C. Senate	<input checked="" type="checkbox"/> Claire Bailey
<input checked="" type="checkbox"/> Kathleen Stanley	<input checked="" type="checkbox"/> Mumtaj Ismail, AMC	<input type="checkbox"/> Vacant, Counseling	<input checked="" type="checkbox"/> Alice Hale, Social Sci	<input checked="" type="checkbox"/> Lannibeth Calvillo, C. Senate	<input checked="" type="checkbox"/> Nathaniel Rice
<input checked="" type="checkbox"/> Connie Telles	<input checked="" type="checkbox"/> Don Carlson, ATB	<input checked="" type="checkbox"/> Kevin Kramer, HKA	<input checked="" type="checkbox"/> Safiyyah Forbes, Sci Math	<input checked="" type="checkbox"/> Terra Lee, C. Senate	<input checked="" type="checkbox"/> Catherine Pinkas
Ex Officio	<input checked="" type="checkbox"/> Jim Baum, ATB	<input checked="" type="checkbox"/> Nancy Cheung, HKA	<input checked="" type="checkbox"/> Tess Weathers/ Manny Kang, SciMath	<input checked="" type="checkbox"/> Na Liu, C. Senate	<input checked="" type="checkbox"/> Bob Buell
<input checked="" type="checkbox"/> Matthew Kritscher, VP Student Services	<input checked="" type="checkbox"/> Abigail Patton, APSS	<input checked="" type="checkbox"/> Jamal Cooks, LA	<input type="checkbox"/> Vacant, Special Progs	<input checked="" type="checkbox"/> Victoria Ugaki, C. Senate	<input checked="" type="checkbox"/> Patrick Mwamba
<input type="checkbox"/> Dale Wagoner, VP Administrative Services	<input type="checkbox"/> Vacant, APSS	<input checked="" type="checkbox"/> Simon Abramowitsch, LA	<input type="checkbox"/> Vacant, Special Progs	<input type="checkbox"/> Vacant, C. Senate	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jamal Cooks, Interim VP Academic Services	<input type="checkbox"/> Vacant, SEIU	<input type="checkbox"/> Vacant, FA	<input checked="" type="checkbox"/> Stacy Harris, Student Senate	<input type="checkbox"/> Jordan Ross, Student Senate	<input type="checkbox"/>
Agenda Item	Information/Discussion			Action	
1. General Function 1.1 Welcome	Introductions of members.				
1.2 Norms	Norms were established: i. Start and end on time ii. Be present in the moment iii. Treat each other with respect even when you disagree iv. Ensure the meetings are productive v. All needs are important				
1.2 Committee Makeup	The Shared Governance spreadsheet with committee makeup was shared. <ul style="list-style-type: none"> • Need Division Representatives in: Counseling and Special Programs. • APSS would like Patrick Mwamba (classified professional) to be their faculty representative. The committee agreed to approve this placement. 				
2. Presentations 2.1 PAR	Deonne presented on Program and Area Review (PAR). Deonne Kunkle Wu reviewed changes in PAR for 22-23.				

	<ul style="list-style-type: none"> • Program has a different format this year. • The link for CE Funding Requests for 22-23 is embedded in the PAR application. • Applicants should submit applications by project and focus on one project if possible. • The project must have a CE top code. • If you have any questions about if your project or funding request qualifies for CE funding, contact Christina Read. 	
2.2 “Let’s Peek Into”-volunteer for this semester	<p>Let’s Peek Into will focus on those with positions funded by SWF starting in Nov/Dec.</p> <ul style="list-style-type: none"> • Kathleen will send them an invite to present. 	
<p>3. Discussion/ Action Items</p> <p>3.1 Change in Tri-Chair composition</p>	<p>A motion was made to change the Tri-Chair composition from the CE Dean to Grant Manager by Don Carlson. The motion was seconded by Terra Lee.</p> <p>Votes: 15/0/0 – motion passes</p> <p>Kathleen will write up a recommendation and send in an email to the CE committee before she forwards it.</p>	Change in Tri-Chair composition to Grant Manager were approved
3.2. Goals for 21-22	<p>Goals were established for 21-22:</p> <ol style="list-style-type: none"> 1. Align application with SWF and Perkins funding to Program and Area Review (PAR). Application process would be in Fall 2021. 2. Improve transparency around budgets and funding by providing quarterly reports to the committee on where our projects stand (when approved for purchasing). 3. Training on requisitions and purchasing procedures. 4. Update CE Committee Website 5. Training for CE Funding Request and reporting forms <p>A motion was made to approve the goals for the CE Committee for 21-22 by Don Carlson. The motion was seconded by Deonne Kunkel Wu.</p> <p>Votes: 15/0/0 -- motion passes</p>	Goals for the CE Committee in 21-22 were approved.
<p>4. Budget Updates</p> <p>4.1 Projects</p> <p>4.2 Money to spent by Dec 30, 2021</p>	<p>Christina shared a spreadsheet showing the SWF Budgets.</p> <ul style="list-style-type: none"> • The annual expenses are very high. There is not much funding available because of the high amount of annual expenses. • Christina has taken on the role as CTE Manager in addition to her regular duties. This is a savings of 135k a year in SWF Funds. • Round 5 runs from July 1 2020- June 1, 2022. Projects for these funds were just voted on in spring 2021. All of the projects that we approved have less than a twelve-month timeline. • Round 6 needs to be spent by June 30, 2023. • The final year of SWF Funding is 2027. • Submit your PAR & CE application as soon as possible. 	

<p>4.3 Emergent Needs-needed for Oct 4th meeting</p> <p>4.3.2. CAH for Sheriff's Academy Coordination</p> <p>4.3.3. 3 CAH for Medical Assisting Accreditation</p> <p>4.3.4. Replacement for equipment stolen from 1100, 1200 and 1300 buildings</p>	<ul style="list-style-type: none"> • The CE Application is the same as last year. • Presentations for CE Funding 22-23 will be on October 18th. • Voting for CE Funding 22-23 will take place October 20th -25th. • Christina must input SWF Projects in NOVA by October 31. <p>There are some funds that need to be spent ASAP that will be used for Emergent Needs.</p> <ul style="list-style-type: none"> • Kathleen will create and send out a simple application for Emergent Needs. • Applicants must submit a quote and/or scope of work when requesting Emergent Needs projects. • Presentations for Emergent Needs will be on October 4th. • Rank Voting Form will be emailed to voting members Tuesday, October 5th, and must be returned by Thursday October 7th by 5pm. <p>Examples of Scope of Work were shared.</p>	
<p>5. Good of the Order</p> <p>5.1. Next Meeting: October 4, 2021</p>	<p>There were none.</p>	

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.