



Committee Name: Career Education Committee
 Meeting Date: February 07, 2022
 Meeting Chaired by: Christina Read 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 checked="" type="checkbox"/> Bobby Nakamoto, Social Sci	<input checked="" type="checkbox"/> Shelley Rae Corpus, C. Senate	<input checked="" type="checkbox"/> Gabriel Chaparro
<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"/> Brian Goo
<input type="checkbox"/> Vacant	<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"/> Dave Vetrano
Ex Officio	<input checked="" type="checkbox"/> Jim Baum, ATB	<input checked="" type="checkbox"/> Nancy Cheung, HKA	<input checked="" type="checkbox"/> Tess Weathers, 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 type="checkbox"/> Vacant C. Senate	<input checked="" type="checkbox"/> Chris March
<input type="checkbox"/> Dale Wagoner, VP Administrative Services	<input type="checkbox"/> Vacant, APSS	<input type="checkbox"/> Simon Abramowitsch, LA	<input type="checkbox"/> Vacant, Special Progs	<input type="checkbox"/> Patrick Mwamba, C. Senate	<input checked="" type="checkbox"/> Jessica Vile
<input type="checkbox"/> Jamal Cooks, Interim VP Academic Services	<input checked="" type="checkbox"/> Emily Chan, SEIU	<input type="checkbox"/> Vacant, FA	<input type="checkbox"/> Stacy Harris, Student Senate	<input type="checkbox"/> Jordan Ross, Student Senate	<input checked="" type="checkbox"/> Nathaniel Rice

Agenda Item	Information/Discussion	Action
1 General Function 1.1 Welcome		
1.2 Approval of Minutes 11/15/22	Abigail Patton motioned to approved the minutes, Safiyyah Forbes seconded the motion 10/0/4	Minutes approved for 11/15/22
2. Presentations 2.1. Story of Career Ed 2.2. Update of Fire Facility	Bob Buell presented on the new Fire Training Facility due to open in September 2022 (view video). <ul style="list-style-type: none"> The Fire Facility is joint use between Chabot and Hayward Fire. It is a 54 million project, Chabot has contributed 20 Million. Fixtures, Furniture and Equipment were not included in the initial budget. Funds have been requested through the CE Funding process to equip the facility with these items. A lab technician is needed in the Fire Tec and EMS programs for technical and equipment management support and equipment. 	

<p>2.3. CLNA</p>	<ul style="list-style-type: none"> • Tours of the new facility are conducted every third Thursday of the month at 3:30 pm. Contact Bob Buell if interested. <p>Christina Read reviewed the Comprehensive Local Needs Assessment (CLNA)– (see attachment)</p> <ul style="list-style-type: none"> - Required every 2 years - Must be completed before applying for Perkins Funds - Identifies pathways that we should develop - Identifies gaps in performance - Identifies gaps in processes - Outlines how we should invest Perkins funds to meet Federal goals for CE <p>Chabot must update the CLNA</p> <ul style="list-style-type: none"> • The Perkins plan for next year may change based on the CLNA. • CLNA update must be completed by March 31. 	
<p>3. Discussion/ Action Items</p> <p>3.1. K-14 Pathway Development</p> <p>3.1.1. Revival of K-14 Pathway Teams (Formerly LPATs)</p> <p>3.1.2. Summer Dual Enrollment</p> <p>3.2. 60% Rule/Status</p> <p>3.3. Open Position Process</p> <p>3.3.1 Sub-Committee recommendation- May 3, 21</p> <p>3.4. New Position Process</p>	<p>Christina is looking to meet with the K12 partners to continue working on pathway development.</p> <ul style="list-style-type: none"> - There are several articulation agreements with Eden ROP <p>Christina will reach out to CE members who can meet with the K12 partners on Zoom. Times are to be determined.</p> <ul style="list-style-type: none"> - Dual Enrollment classes this summer in Business, Health, Career Exploration, and Digital Media/Film are possible. - Because they are not CCAP classes, students will be charged the \$31 fee for each class. - Christina is requesting that the committee approve that SWF funds are used to pay for the summer dual enrollment fees for high school students. <p>Don Carlson motioned to approve that we use SWF funds to pay for the summer dual enrollment fees for high school students. Mumtaj Ismail seconded the motion. 12/0/0</p> <ul style="list-style-type: none"> - If you have a class that you’re offering this summer that starts after June 20 that you would like to encourage dual enrollment students to come to, let Christina know ASAP so that she can include it in the marketing. - The application for Summer classes is open now for all students to apply for summer. - In addition to applying to go to Chabot, High school students must also complete the concurrent enrollment form in order to register for any Chabot class. This form will open March 5 and close mid-May. Students who have not completed the form by the time it closes cannot take a summer class as a high school student. <p>When SWF first came to Chabot, there was an agreement that new positions could be hired as long as the total amount funded did not exceed 60% of the allocation.</p> <ul style="list-style-type: none"> - The full-time staff funding is under the 60% 	<p>Motion to approve use of SWF funds to pay summer dual enrollment fees for high school students approved 2/07/22</p>

The Story of Career Education

The Story of Career Education

CCCCAOE

Comprehensive Local Needs Assessment CLNA - Perkins Requirement

- ▶ Required every 2 years
- ▶ Must be completed before applying for Perkins Funds
- ▶ Identifies pathways that we should develop
- ▶ Identifies gaps in performance
- ▶ Identifies gaps in processes
- ▶ Outlines how we should invest Perkins funds to meet Federal goals for CE

CE Positions - Replacement

Rehire of existing positions:

- Positions left vacant, for any reason, should be reviewed by the hiring manager. Upon review, the Senior Leadership Team (SLT) may choose to fill vacated positions deemed essential for college functionality at any time during the prioritization cycle. If the vacancy is not filled, it would need to go back through prioritization if it is requested in the future.
- Funds for existing positions should be encumbered at the start of the fiscal year so that those funds will not be considered available for new CE project proposals.

CE Positions - New

New positions:

- New positions should be submitted through Program & Area Review each year.
- Positions should flow to their respective prioritization committees, Classified, Faculty, and Administration.
- Guidance from the CE Committee should be provided to the prioritization committees on positions that could potentially be funded by CE or are a priority for the CE Committee; or a presentation on positions as appropriate. The CE Committee could continue to utilize the voting ballot to determine the most supported positions by the committee and that could be provided to prioritization committees as an information item to help guide prioritization.
- Hiring of new positions should not be determined in the CE Committee; they should flow through the broader institution processes with the hope of breaking down funding silos to better align restricted funding with college priorities, build transparency, and utilize a process that can be replicated year over year.
- Once determined, funds for new positions, or positions moved to CE funding through the integrated planning and budget process, should be encumbered at the start of the fiscal year so that those funds will not be considered available for new CE project proposals.

Status of 60% allocation to personnel

SWP Local Personnel	\$1,285,387	SWP Regional Personnel	\$710,150
Full Time Staff	\$750,051	Full Time Staff	\$399,434
Percent	58.35%	Percent	56.25%

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Full Time Staff	\$750,051	Full Time Staff	\$399,434
Percent	58.35%	Percent	56.25%
Including Part Time Commitment	\$815,547	Including Part Time Commitment	\$454,315
Percent	63.45%	Percent	63.97%

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Percent	58.35%	Percent	56.25%
Including Part Time Commitment	\$815,547	Including Part Time Commitment	\$454,315
Percent	63.45%	Percent	63.97%
Including Student Assistants	\$1,009,963	Including Student Assistants	\$512,280
Percent	78.5%	Percent	72.14%

Round 5 SWP – Funds Expire 6/30/22

Program/Project	1xxx	2xxx	3xxx	4xxx	5xxx	6xxx	Totals	% Expended
Business Project (DECA and ENTR)	\$ 11,300.00	\$ 10,800.00	\$ 2,016.00	\$ 2,500.00	\$ 14,000.00		\$ 40,616.00	
Spent	\$ 4,483.00	\$ 464.00	\$ 468.00	\$ 1,233.85			\$ 6,648.85	19.57%
Remaining	\$ 6,817.00	\$ 10,336.00	\$ 1,548.00	\$ 1,266.15	\$ 14,000.00	\$ -	\$ 33,967.15	
Dig. Media Festival	\$ 2,245.00	\$ 1,500.00	\$ 570.00	\$ 1,000.00	\$ 6,000.00		\$ 11,315.00	0.00%
Spent	\$ -	\$ -	\$ -	\$ -	\$ -			
Remaining							\$ 11,315.00	
Guided Pathways	\$ 32,000.00	\$114,656.00	\$ 59,113.00	\$ 7,500.00	\$ 10,000.00		\$ 223,269.00	
Spent	\$ 11,423.00	\$ 42,979.00	\$ 17,705.00		\$ 804.00		\$ 72,911.00	32.66%
Remaining	\$ 20,577.00	\$ 71,677.00	\$ 41,408.00	\$ 7,500.00	\$ 9,196.00	\$ -	\$ 150,358.00	
Industrial Arts	\$ 4,485.00	\$ 64,000.00	\$ 2,180.00		\$ 71,445.00	\$68,036.00	\$ 210,146.00	
Spent	\$ 2,243.00	\$ 10,997.00	\$ 987.00		\$ 46,727.78	\$62,732.00	\$ 123,686.78	58.86%
Remaining	\$ 2,242.00	\$ 53,003.00	\$ 1,193.00	\$ -	\$ 24,717.22	\$ 5,304.00	\$ 86,459.22	
Overall SWP Local Round 5 Status	\$119,001.00	\$531,979.00	\$271,852.00	\$21,003.00	\$247,260.00	\$71,445.00	\$1,262,540.00	
Encumbered					\$ 22,668.00	\$28,343.00	\$ 51,011.00	40.42%
Spent	\$ 50,631.00	\$221,402.00	\$115,301.00		\$ 39,329.00	\$32,693.00	\$ 459,356.00	
Remaining	\$ 68,370.00	\$310,577.00	\$156,551.00	\$21,003.00	\$185,263.00	\$10,409.00	\$ 752,173.00	

All Funds must be expended by 6/30/22

Round 5 SWP Regional

Program/Project	1xxx	2xxx	3xxx	4xxx	5xxx	6xxx	Totals	% Expended
K14 (incl. adult +business align)	\$ 10,000.00	\$ 60,514.00	\$ 21,639.00	\$ 2,500.00	\$ 14,000.00		\$ 108,653.00	
Spent	\$ 103.00	\$ 30,257.00	\$ 14,648.00				\$ 45,008.00	41.42%
Remaining	\$ 9,897.00	\$ 30,257.00	\$ 6,991.00	\$ 2,500.00	\$ 14,000.00	\$ -	\$ 63,645.00	
							\$ -	
Teacher Pipeline	\$ 13,200.00	\$ 45,503.00	\$ 21,935.00	\$ 250.00			\$ 80,888.00	
Spent		\$ 19,865.00	\$ 14,185.00				\$ 34,050.00	42.10%
Remaining	\$ 13,200.00	\$ 25,638.00	\$ 7,750.00	\$ 250.00	\$ -	\$ -	\$ 46,838.00	
							\$ -	
Dental Clinic		\$ 42,476.00	\$ 25,963.00		\$ 13,700.00		\$ 82,139.00	
Spent		\$ 13,386.00	\$ 8,859.00				\$ 22,245.00	27.08%
Remaining	\$ -	\$ 29,090.00	\$ 17,104.00	\$ -	\$ 13,700.00	\$ -	\$ 59,894.00	
							\$ -	
Auto Upgrades	\$ 4,523.00	\$ 33,608.00	\$ 21,152.00		\$ 13,200.00	\$ 59,000.00	\$ 131,483.00	
Spent		\$ 16,928.00	\$ 11,364.00		\$ 1,774.00	\$ 20,752.00	\$ 50,818.00	38.65%
Remaining	\$ 4,523.00	\$ 16,680.00	\$ 9,788.00	\$ -	\$ 11,426.00	\$ 38,248.00	\$ 80,665.00	
							\$ -	
Public Safety	\$ 13,457.00	\$117,669.00	\$ 54,332.00	\$ 5,000.00	\$ 15,000.00	\$ 58,000.00	\$ 263,458.00	
Spent	\$ 6,728.00	\$ 37,879.00	\$ 14,166.00	\$ 19.00	\$ 2,327.00		\$ 61,119.00	23.20%
Remaining	\$ 6,729.00	\$ 79,790.00	\$ 40,166.00	\$ 4,981.00	\$ 12,673.00	\$ 58,000.00	\$ 202,339.00	
							\$ -	
Overall SWP Regional Round 5 S	\$ 41,180.00	\$299,770.00	\$ 145,020.00	\$ 5,750.00	\$ 131,900.00	\$ 94,500.00	\$ 718,120.00	
Encumbered							\$ -	29.69%
Spent	\$ 6,831.00	\$118,315.00	\$ 63,222.00	\$ 19.00	\$ 4,101.00	\$ 20,752.00	\$ 213,240.00	
Remaining	\$ 34,349.00	\$181,455.00	\$ 81,798.00	\$ 5,731.00	\$ 127,799.00	\$ 73,748.00	\$ 504,880.00	

Additional SWP for Round 6

- ▶ \$256,951 in Local Funds
- ▶ \$141,324 in Regional Funds
- ▶ Moved 22-23 Approved Perkins Expenditures to Round 6
- ▶ Remaining Funds
 - ▶ Approx. \$300,000, mostly local funds