

*Voting Members

Tri-Chair (3)

Committee Name: Career Education Committee

Visitors Present

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

TTI-Cliair (5)	voting ivicinibers				VISILOIS FIESEIIL			
□ Christina Read	□ Deonne Kunkel Wu, AMC	☐ Debbie Trigg, Counseling	☑ Bobby Nakamoto,Social Sci	☑ Shelley Rae Corpus,C. Senate	□ Gabriel Chaparro			
	☑ Mumtaj Ismail, AMC	☐ Vacant, Counseling		☑ Lannibeth Calvillo,C. Senate	☑ Brian Goo			
□ Vacant	☑ Don Carlson, ATB	⊠ Kevin Kramer, HKA	☐ Safiyyah Forbes, Sci Math	□ Terra Lee, C. Senate	□ Dave Vetrano			
Ex Officio		☑ Nancy Cheung, HKA		⋈ Na Liu, C. Senate	⊠ Bob Buell			
	□ Abigail Patton, APSS	☑ Jamal Cooks, LA	☐ Vacant, Special Progs	☐ Vacant C. Senate				
☐ Dale Wagoner, VP Administrative Services	☐ Vacant, APSS	☐ Simon Abramowitsch, LA	☐ Vacant, Special Progs	☐ Patrick Mwamba, C. Senate				
☐ Jamal Cooks, Interim VP Academic Services	⊠ Emily Chan, SEIU	☐ Vacant, FA	☐ Stacy Harris, Student Senate	☐ Jordan Ross, Student Senate	□ Nathaniel Rice □			
Agenda Item		Inform	ation/Discussion	Action				
1 General Function1.1 Welcome								
1.2 Approval of Minutes Abigail Patton motioned to approved the minutes, Safiyyah Forbes seconded the motion 10/0/4 11/15/22								
2. Presentations 2.1. Story of Career Ed Bob Buell presented on the new Fire Training Facility due to open in September 2022 (view video). The Fire Facility is joint use between Chabot and Hayward Fire. It is a 54 million project, Chabot has contributed 20 Million.								
 2.2. Update of Fire 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. 								

2.3. CLNA	 Tours of the new facility are conducted every third Thursday of the month at 3:30 pm. Contact Bob Buell if interested. Christina Read reviewed the Comprehensive Local Needs Assessment (CLNA)— (see attachment) 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 Chabot must update the CLNA The Perkins plan for next year may change based on the CLNA. CLNA update must be completed by March 31. 	
3. Discussion/ Action Items	Christina is looking to meet with the K12 partners to continue working on pathway development.	
3.1. K-14 Pathway	- There are several articulation agreements with Eden ROP	
Development	Christina will reach out to CE members who can meet with the K12 partners on Zoom. Times are to be	
	determined.	
3.1.1. Revival of K-14	- Dual Enrollment classes this summer in Business, Health, Career Exploration, and Digital	
Pathway Teams (Formerly	Media/Film are possible.	Motion to approve
LPATs)	- Because they are not CCAP classes, students will be charged the \$31 fee for each class.	use of SWF funds to
3.1.2. Summer Dual	- Christina is requesting that the committee approve that SWF funds are used to pay for the	pay summer dual
Enrollment	summer dual enrollment fees for high school students.	enrollment fees for
	Don Carlson motioned to approve that we use SWF funds to pay for the summer dual enrollment fees	high school students
	for high school students. Mumtaj Ismail seconded the motion. 12/0/0	approved 2/07/22
	 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	
3.2. 60% Rule/Status	concurrent enrollment form in order to register for any Chabot class. This form will open	
3.3. Open Position Process	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.	
	When SWF first came to Chabot, there was an agreement that new positions could be hired as long as	
3.3.1 Sub-Committee	the total amount funded did not exceed 60% of the allocation.	
recommendation- May 3, 21	- The full-time staff funding is under the 60%	
3.4. New Position Process		

	for appropriate expenses within the program because plans change between when the funding request is submitted and the money is available to spend (equipment breaks, new needs, etc).	the funds can be reallocated or if the change needs to
	were approved on, can the program reallocate the funds to other uses? - Several attendees expressed that there should be some flexibility in moving/changing funds	Tri-chairs will determine whether
	Moving/changing funds for appropriate expenses If a program has an approved project, but then doesn't end up spending the money on what they	to the Tri-Chairs first for evaluation. The
for appropriate expenses	Don Carlson motioned to approve allowing Christina Read to approve purchases for Round 6 funding without input from the committee. Mumtaj Ismail seconded the approval. 12/0/0	any changes in plans for CE funding comes
4.2. Moving/changing funds	committee.	Motion to approve
4.4. Create a wish list for emergent needs	Chabot received additional Round 6 funds. Because of the short timeline to get the projects for Round 6 into NOVA, Christina asked the committee if they would allow her to make the determination if purchases submitted to her are appropriate for the remaining round 6 fund, without coming to the	the committee approved 2/07/22
4.3. Round 6 additional funds	Round 6 Additional Funds	without input from
	Christina will be reaching out to those areas that have not spent their funds. - There may be money left over, so please create a wish list (including quotes) for emergent needs. Avoid Amazon.	approve purchases for Round 6 funding
expiring June 30,22	Regional Funds (see attachment)	Motion to allow Christina Read to
4.1. Budget project status- expiring June 30,22	 Rounds 1-4 of SWF funds expired Dec. 31, 2021. Round 5 Funds Expire on June 30, 2022- less than half has been spent in both Local and 	
4. Budget Updates	Budget Updates	
	- Many areas expressed that they have a need for additional personnel.	
	Last May, a sub-committee was formed to discuss the open position process as it related to CE funding was formed and they created a recommendation for this process (see recommendation).	
	personnel funding far exceeds the 60% (see attachment)	
	- When combined with the part-time staff support and student assistant funding, the total personnel funding far exceeds the 60% (see attachment)	

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.

The Story of Career Education

The Story of Career Eduction

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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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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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%		
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	1x	ХХ	2)	ОХХ	3×	СХХ	4)	кхх	5	XXX	6ххх	То	tals	% Expende
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	\$1	14,656.00	\$	59,113.00	\$	7,500.00	\$	10,000.00		\$	223,269.00	
				42,979.00		17,705.00	Ė	•	\$	-		\$	72,911.00	32.66%
	_	20,577.00	_		_	41,408.00	\$	7,500.00	\$		\$ -	\$	150,358.00	
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Industrial Arts	\$	4 485 00	\$	64,000.00	\$	2,180.00			\$	71 445 00	\$68,036.00	\$	210,146.00	
Spent				10,997.00	\$	987.00			-	46,727.78	\$62,732.00	\$	123,686.78	58.86%
	-	2,242.00	_	53,003.00	\$	1,193.00	\$		_		\$ 5,304.00	\$	86,459.22	50.0070
Kemaning	~	2,242.00	~	33,003.00	~	1,155.00	~		~	24,717.22	\$ 5,50 1.00	\$	-	
												\$	_	
Overall SWP Local Round 5 Status	\$1	19,001.00	Q 4	31,979.00	\$2	271,852.00	•	21,003.00	•	247,260.00	\$71,445.00	-	,262,540.00	
Encumbered		17,001.00	Ψ.	751,777.00	Ψ2	71,052.00	Ψ.	21,005.00		22,668.00	\$28,343.00	\$	51,011.00	40.42%
		50 621 00	0.0	21 402 00	¢.1	15 201 00				-	-	-		40.4270
-	-	50,631.00	_		-	15,301.00	۸.	21 002 00	_	39,329.00		_	459,356.00	
Remaining	Þ	08,370.00	Ş	310,577.00	\$1	156,551.00	Ş,	21,003.00	٦.	185,263.00	\$10,409.00	Þ	752,173.00	
									-					
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				All Fur	nds	must be exp	en	ded by 6/3	0/2	22				

Round 5 SWP Regional

Program/Project	1xxx	2xxx	Зххх	(4x)	κx	5x	xx	6x	ХХ	Tot	als	% Expende
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	\$ 1	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