



**Committee Name: Career Education Committee**

Meeting Date: 09/11/23

Meeting Chaired by: Christina Read/Kristina Perkins/Kathleen Stanley via Zoom

Start time: 12:00 pm - End time 1 pm

Minutes Prepared by: Yesenia Jimenez

Tri-Chair (3)	*Voting Members				Visitors Present
<input checked="" type="checkbox"/> Christina Read	<input type="checkbox"/> Deonne Kunkel Wu, AMC	<input type="checkbox"/> Sadie Ashraf, Counseling	<input type="checkbox"/> Bobby Nakamoto, Social Sci	<input checked="" type="checkbox"/> Thomas Dowrie, C. Senate	<input checked="" type="checkbox"/> Adam Hathaway
<input checked="" type="checkbox"/> Kristina Perkins	<input type="checkbox"/> Tim Harris, AMC	<input checked="" type="checkbox"/> Heather Oshiro, Counseling	<input type="checkbox"/> Alice Hale, Social Sci	<input checked="" type="checkbox"/> Yesenia Jimenez, C. Senate	<input checked="" type="checkbox"/> Bob Buell
<input type="checkbox"/> Kathleen Stanley	<input checked="" type="checkbox"/> Tracey Coleman, ATB	<input type="checkbox"/> Matt Lee, HKA	<input type="checkbox"/> Vacant, Sci Math	<input checked="" type="checkbox"/> DeAna Anderson, C. Senate	<input checked="" type="checkbox"/> Kaela Knight
<b>Ex Officio</b>	<input checked="" type="checkbox"/> Dave Vetrano, ATB	<input type="checkbox"/> Laurie Bercasio, HKA	<input type="checkbox"/> Tess Weathers/Dan Quigley, Sci Math	<input type="checkbox"/> Na Liu, C. Senate	<input checked="" type="checkbox"/> John Salangasang
<input type="checkbox"/> Matthew Kritscher, VP Student Services	<input type="checkbox"/> Abigail Patton, APSS	<input checked="" type="checkbox"/> Paul Pinza, LA	<input type="checkbox"/> Patricia Molina, Special Progs	<input type="checkbox"/> Amelia Ngai, C. Senate	<input type="checkbox"/>
<input type="checkbox"/> Dale Wagoner, VP Administrative Services	<input type="checkbox"/> Vacant, APSS	<input type="checkbox"/> Vacant, LA	<input checked="" type="checkbox"/> Elsa Saenz, Special Progs	<input checked="" type="checkbox"/> Nicole Albrecht, C. Senate	<input type="checkbox"/>
<input type="checkbox"/> Safiyyah Forbes, Interim VP Academic Services	<input type="checkbox"/> Vacant, SEIU	<input type="checkbox"/> Vacant, FA	<input checked="" type="checkbox"/> Emily Tong, Student Senate	<input checked="" type="checkbox"/> Ethan To, Student Senate	<input type="checkbox"/>
Agenda Item	Information/Discussion				Action
1. General Function 1.1 Welcome					

<p>2. Action Items</p> <p>2.1 Goal Setting – Proposed Goals</p> <p>2.1.2 Meeting Schedule</p>	<ul style="list-style-type: none"> <li>• Goal Setting – Proposed Goals <ol style="list-style-type: none"> <li>1. Provide training on CE program data</li> <li>2. Complete the Comprehensive Local Needs Assessment</li> <li>3. Faculty training in current and Effective Marketing Practices Beyond Social Media</li> </ol> </li> <li>• Kristina Perkins will be sending out a survey to see if there are any further interests in additional goals (i.e training for Career Education instructors, creating an equitable syllabus, etc.)</li> <li>• Meeting Schedule <ul style="list-style-type: none"> <li>- A motion was made to move to 1 meeting per month unless emergency need. Thomas Dowrie. The motion was seconded by Nicole Albrecht.</li> </ul> <p><b>Votes: 9/0/0 – motion passes</b></p> </li> </ul>	<p>Move CE Committee meetings to once a month approved</p>
<p>3. Information/Discussion Items</p> <p>3.1 Round 7, 23-24 budget update</p> <p>3.1.2 Professional Development Funds</p> <p>3.2 Round 8 updates</p> <p>3.3 SWP College-wide CE Data</p> <p>3.3.2 Enrollment</p>	<p>Round 7, 23-24 updates</p> <ul style="list-style-type: none"> <li>• We are currently in Round 7, with funds needing to be spent by June 30<sup>th</sup> of this year</li> <li>• Local funds for Round 7 include \$1,252,839 <ul style="list-style-type: none"> <li>- Ongoing costs over the years have absorbed into Strong Workforce; about half includes funding for Classified Personnel and a quarter in benefits as well as funding for Counseling and Faculty hours</li> <li>- Up to \$2,500 for Conference expenses has been set aside for each CE program</li> <li>- Additionally, about \$20,000 has been set aside for marketing purposes, including print material that may need updating</li> <li>- Christina mentioned we don't have as high of a cushion for emergencies this year and we will need to wait until Spring to assess whether there is any room for additional requests</li> </ul> </li> <li>• Regional funds for Round 7 include \$684,482 <ul style="list-style-type: none"> <li>- Over half allocated to Staffing and Benefits</li> <li>- \$27,000 allocated for Regional Joint Ventures (RJVs); essentially, the region comes together to pull money for better deals. Some RJVs include the Nursing program and the Computer Applications programs, as well as the Public Safety program. Christina will bring a list of new regional joint ventures to the committee to discuss options going forward</li> </ul> </li> </ul>	

- Christina mentioned that we are down to the last bit of Regional funds for Round 7, 1.75 positions needed to be absorbed into Perkins or they would not have been funded
- A huge portion is spent on Student Assistants, and this is where we should look to if the budget needs reducing. A solution could be hiring Federal Work Study students. Elsa mentioned that if you have students working with you currently, you can send their name and W number to Ariel Nelson to see if they qualify. Dave also mentioned that if they are Veterans to look into funding with the Veterans Resource Center.

Round 8 updates

- Allocation received. Because our success rates were very high, we were allocated additional funds which only made up for the difference of \$250,000 that was initially going to be cut. Christina noted that had we not done well with our student success rates, we would have had to figure out where cuts would have needed to be made for next year, however, that is now not the case

SWP College-wide CE Data

- Each month, CE programs will be invited to come to the Committee and present data about their program
- Christina then demoed how to access your programs data as well as went through detail of each piece of data
- The easiest way is to use the link found on the Resources tab of the Career Education Committee homepage titled CAL-PASS Plus Launchboard, linked [here](#). Scroll down the page until you find the Strong Workforce Program option. Since the default data is Statewide, you will need to change that to College and use the scroll down tab to select Chabot College. From there you will select your CTE Program top-code and the year in which you want to analyze
- This data can also be used for marketing purposes and is a great tool
- Some questions to consider include:
  - What did you see from the data that surprised you?
  - Did your enrollment numbers increase or decrease? Why do you think that is?
  - Have you been making changes to the program that can explain the reduction or increase in enrollment?
  - Have you marketed the program differently that could explain the reduction or increase in enrollment?

4. Future Meeting – Monthly Presentations	Future Meetings – Monthly Presentations Schedule <ul style="list-style-type: none"> <li>• October – Arts, Media &amp; Communication</li> <li>• November – Applied Tech + Engineering</li> <li>• January – Business</li> <li>• February – Health</li> <li>• March – Public Safety</li> <li>• April – Early Childhood</li> </ul>	
Good of the Order	Christina will reach out to each program to confirm these meeting dates and discuss presentations.	
Adjournment	Meeting adjourned at 1:03 pm.	

**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.*