



District Career Education (CE) Subcommittee Monthly Meeting

Friday, October 21, 2022

2:00 p.m. – 4:00 p.m.

Via Zoom Meeting ID: 88269822597

Meeting URL: <https://us06web.zoom.us/j/88269822597>

Regular Committee Members:

Co-Chairs: Albert Maniaol and Feather Ives

District Academic Affairs: Albert Maniaol (Co-Chair), Carmen Fairley, Constance Koo

VPs: Kuni Hay (BCC), Diana Bajrami (COA); Rebecca Opsata (Laney); Denise Richardson (Merritt)

CE Deans: Chris Lewis (BCC); Eva Jennings (COA); Alejandra Tomas (Laney); Marie Amboy and Jason Holloway (Merritt)

Classified Staff Representatives: Karen Croley (BCC); Vacant (COA, Laney, Merritt)

CE Liaisons: Mary Clarke-Miller and Barbara Des Rochers (BCC); **vacant** (COA); Eleni Gastis and Kim Bridges (Laney); Michelle St. Germaine and Feather Ives (Merritt)

Students: Vacant (all colleges)

District Finance Representative: tbd

Present:

Members

Michelle St Germain, Constance Koo, Marie Amboy, Eleni Gastis, Feather Ives, Barbara Des Rochers (Natalia Federova), Candy Mintz, Albert Maniaol, Jason Holloway, Nancy Moreno, Karen Croley, Eva Jennings, Ally Tomas

Guests

Fang Huang, Candy Mintz, Nancy Moreno, Donna Jones, Azul Lewis

For September: Move Lowel & Alasad, Dr Droker to guests

Add Donna A Jones & Nancy Moreno to meeting invitations

MINUTES

- I. Meeting Call to Order Welcome and Introductions
 - A. Today's agenda is approved
 - B. Add Donna Jones & Nancy Moreno to the meeting invitations
- II. Review, Changes, and Adoption of 10/21/2022 Meeting Agenda
- III. Approval of the Meeting Minutes from 9/2/2022
 - A. Last month's meeting minutes are approved – adjust those who were present (distinguish between guests and members)
- IV. Determine date for next meeting. November 18th
- V. College CE Liaisons Report-out

A. College of Alameda

1. Certified Nursing Assistant Program; Teamsters Prison visit; grants are extended two years due to COVID-19
2. Discovery Day: Friday, April 21st

B. Berkeley City College

1. Peralta Gems article: biotechnology students/interns presenting research; two of which have professional positions in labs
2. 7 more interns in different labs
3. Stem Cell Club
4. In partnership with Laney, applying for a Bayer Pharmaceutical grant

C. Laney College

1. CE Department chairs met with West Ed for code alignment project
2. Additional Round 7 funds awarded (\$127K)
3. Augmented incentive funds – department allocations made
4. CE Advisory Meeting
 - a. security issues – lack of planning and communication (student's van stolen; instructor's vehicle stolen)
 - a. Memo made requesting a safety plan with questions; waiting for a response
 - i. Eleni Gastis can share this; help draft for the committee via shared Word Doc
 - b. District advocacy on CE safety – Albert to advocate
 - c. Safety is a district-wide issue – there is a District director of safety
 - d. Motion: District CE Committee put together a strong resolution to reflect district-wide support going up to DAS, put District personnel to task
 - b. Facilities needs for CE faculty

D. Merritt College

1. Natural History & Sustainability Open House
2. Partnership with Denali – career panel discussion in biotech
 - a. Phase 2: take HS students to field trips to Denali; meet mentors; follow these cohorts through to their careers, transfers, etc.
3. Revive Scopes to Schools & Histoscopes (Merritt's lending library of microscopes)
 - a. Partner with Scientific Adventures for Girls
4. Microscopy Company field trip in Dublin (Zeis)

5. New Transportation Technology Building that will house Automotive Tech, Auto Body & Paint, and Diesel Mechanics is scheduled to break ground in November

VI. Perkins & Strong Workforce Expenditure Report

A. Send reports out

B. Fiscal Reporting Schedule (email from Kate, BACCC) – November 15th deadline? Or with extension?

1. Everything up to June 30 (Q4) should be reported by the deadline
2. Recommendation: continue to report Rounds 1-4 as much as possible (BACCC just wants the funds to be spent, regardless of deadline)
 - a. Ie: Merritt continued to spend these funds after
 - b. Deadlines are not hard and fast deadlines (important that District Finance is aware of this – needs to make unspent funds available to the colleges so it can be spent
 - a. Finance needs documentation from BACCC authorizing this

VII. Update on Electing a third chair – classified professional requirements

A. The committee just needs one person from Classified Senate & one SEIU member each (cannot double dip)

1. Each college already has a classified senate rep; doesn't necessarily need SEIU from each college
2. Only one SEIU needs to serve
3. Find SEIU at the District? Or one from each of the colleges?
 - a. One from each
4. Proposal: two Classified Senate and two SEIU (between the four colleges)
5. Karen – will email to request appointments from the union and senate (Jamilie & Terrence)
6. Goal by next meeting: distinguish which two are SEIU and which two are Classified Senate (but not adding new individuals)

VIII. Review membership and discuss next steps for revising the membership list to include members of the District Finance Dept

A. Dr. Jones is to appoint someone

IX. Update on hiring Executive Director of Grants at district

A. Have yet to externally post the position (closes next week)

B. This position will attend CE Meetings in addition to Albert's position

C. Funding source is unknown

D. Place on agenda for next meeting when Dr. Droker is back

1. What is the job description? How will this position interact with this committee? How will they help the colleges' grants?

- E. Would like to hear a report-out from the District on the SWP funds and how they are used
 - 1. Indirect costs of local shares = 4%
 - 2. Regional = \$199,000/fiscal year
- F. Would like to hear about the Career Center at COA (run by Stephanie Bradshaw) – Dean Jennings to invite her to the next meeting to share
- X. Update on district finance work group
 - A. Will not convene until a district finance representative is assigned. To date, have yet to hear who this is.
- XI. Reallocation of unspent funds
 - A. Still waiting on District Finance representative to meet
 - B. CE Meeting minutes from 11/2019 details this
 - C. See Albert's Report
 - D. Question: who reports the information in PeopleSoft? The Colleges or the District?
 - 1. Wait to hear from District task force
- XII. Professional Development Work Group's project
- XIII. Review CE Retreat Day topics and set goals/priorities for the academic year
 - A. 10/28 will meet and will have a report at the next meeting
- XIV. Announcements
 - A.
- XV. Adjournment

- **Next meeting: November 18, 2022**



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