



**Business, Design & Workforce
Division + Coordinator Meeting
Friday, 12:00-2:00pm | March 3, 2023
In Person + Virtual Zoom**

Join Zoom Meeting:	
https://smccd.zoom.us/j/83898528173?from=addon Meeting ID: 838 9852 8173	
Meeting Recording: Contact Hyla Lacefield – lacefieldh@smccd.edu Not Recorded – Dean Lacefield is Out of Office at this time.	
1. Welcome	Prof. Leonor Cabrera
2. Announcements Updates	
3. Fall 2023 Update Building 13 Status [Monthly going forward...]	
4. Tri-chair Committee Update <ul style="list-style-type: none"> a. A standing update for each division meeting on the status of the tri-chair meetings b. A schedule of when the meetings are held and what the funds are spent on. 	Prof. Billy B
5. Resource Requests not included in the 1/25 BDW Division Meeting.	Prof. Leonor Cabrera
Next Division Meetings (Spring 2023): <ul style="list-style-type: none"> 1. April 7, 2023 	

2. May 5, 2023			
Participants:	Leonor Cabrera Billy B Mary Hale David Gainey Jonna Pounds Marina Noel Ritu Malhotra	Edith Schneider Brian Bennett Richard Schulke Miguel Bueno Ronda Chaney Peggy Perruccio Althea Kippes	Candice Nance Dr. Julian Branch Elsa Torres Gampi Shankar Kiara Corrigan Randy Angle

NOTES:

1. Welcome

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2. Announcements | Updates

Welcome to Edith Schneider from the Fashion Program!

3. Fall 2023 Update | Building 13 Status

Mixed response.

Has been suggested that Building 13 will be open at the beginning of Fall – not official.

Elsa was able to enter one of the classrooms and lighting has been installed in some classrooms.

Update will be monthly going forward, since the BDW Division is so heavily impacted.

Informative resources:

- <https://www.sfchronicle.com/bayarea/article/san-mateo-community-college-district-sued-17774865.php>
- <https://padailypost.com/2023/02/10/community-college-district-sues-5-contractors-accusing-them-of-ripoff/>

- https://www.smdailyjournal.com/news/local/former-san-mateo-county-community-college-district-chancellor-ron-galatolo-case-likely-delayed/article_440b7850-a904-11ed-9aa7-270759a616f9.html#tncms-source=login

4. Tri-chair Committee Update

As of last week, Billy has earned his CTE Credential!

<https://www.ctc.ca.gov/educator-prep/cte>

Career Education Grant Funds Request:

https://docs.google.com/forms/d/1-RuXQnnL0y5n-dJoiNbxC7lp3R4vOh6LwZc2kM48MZw/viewform?edit_requested=true

Working on reporting for K-12 for Engineering, etc...

Questions:

Elsa:

Bldg. 19-221. 20 students. Some students are disturbed by and have been asking about the casket.

Casket has been relocated

Althea:

Paralegal uses the law library as a classroom, which is \$2k/semester. The funds will now have to come through Strong Workforce and we have not paid the bill, which is jeopardizing our ability to use the area again. Where do we stand on this issue?

Our understanding is that the law library is the only expenditure from Fund 1. We will be voting on this next. The law library supports students and therefore, the college should pay for it.

⚠ BILL IS DUE AND MUST BE PAID.

Most voted in favor of covering the law library bill through Fund 1. We will not know until May Budget Revision, conducted by Gavin Newsom, how much additional money is available for this.

Candice:

Requests transparency and more pre-planning for meeting dates and to be informed regularly. Requests budgeting be included in minutes.

Requests for fund can be found here:

<https://docs.google.com/spreadsheets/d/1YmjkkLgAw4BVK8CkV9u2rxCOM4UN4UgAH60cypvllmY/edit?usp=sharing>

Future dates and Tri-Chair meeting minutes can be found here:

<https://canadacollege.edu/businessdivision/strongworkforce.php>

Valuable resources re: Planning and Budgeting Council:

<https://canadacollege.edu/planningbudgetingcouncil/>

5. Resource Requests

It is determined by our dean whether we have money to cover expenses that are not Fund 1 – funds we receive from the district.

Dean Lacefield has reviewed and mentioned that we might find funding elsewhere, if necessary, but must be prioritized and reviewed by PBC (Planning & Budget Council) regardless.

For example:

- If you need a Student Assistant, you must justify why and explain what the duties they will be expected to have. This must be approved by PBC to determine how this Student Assistant will be funded.
- If we want to utilize funding for Menlo Park funding, it must be used in a way that will serve Menlo Park residents.
- Apprenticeship is very specific and paid for by a grant from the state.

- It is not an internship - it is a paid training in partnership with Employers. Randy's class started an XR apprenticeship that contains 19 pre-apprentices - we are currently attempting to place these pre-apprentices with employers.
- There are 4 grants in XR, 2 in Digital Marketing.
- We are building out these programs as we go as are appropriate and specific to apprenticeships.
- Candice:
The California Apprenticeship Initiative has priority sectors for apprenticeship programs: Priority Sectors
The priority and emerging industry sectors include:
 - Advanced Manufacturing
 - Advanced Transportation
 - Agriculture, Water & Environmental Technologies
 - Energy, Construction & Utilities
 - Global Trade & Logistics
 - Health
 - Information & Communication Technologies/Digital Media
 - Life Sciences/Biotech
 - Retail/Hospitality/Tourism
 - <https://foundationccc.org/What-We-Do/Workforce-Development/Workforce-Services/California-Apprenticeship-Initiative>
 - <https://www.dir.ca.gov/das/das.html>

6. Other:

Request:

Candice:

Determine who is on what committee and keep an excel sheet to remain current.

Althea:

"A list of who is on what committee would be very helpful, since there are some errors on the lists."

Live document of committees and member data currently available can be found here: [Cañada College Committees-Councils.xlsx](#)

Report Outs from Committees:

- The most recent action from Academic Senate is a decision that voting members will meet an hour earlier in person: **Thursday from 1-3pm.**
 - Althea:
Academic Senate will be meeting in person and on Zoom, members of Academic Senate must attend in person.
<https://www.canadacollege.edu/academicsenate/meetings.php>
- There is a speaker series this coming Wednesday for the Business Interest Area.

Candice:

- TAS: ZTC (Zero Textbook Cost) Adopter Program for Fall:
https://www.canadacollege.edu/academicsenate/tas_earlyadopterprogram.php
- Schedule of Instructional Program Review:
<https://canadacollege.edu/programreview/IPRschedule.php>
- Faculty Professional Development:
<https://canadacollege.edu/professional-dev/faculty.php>

PBC Update:

Ronda + Leonor:

- Ludmilla talked about budgeting in general, but narrowed it to Strong Workforce. We will be adding her to Tri-Chair meetings.
- We are having difficulty communicating which funds money came from, where they went to support and how much.

Public Safety + Safety on Campus:

- Do not rely on public safety during evening hours.
- **Call 911 immediately if you are in danger.**
- Public safety will be informed.
- Try to travel in pairs during the evening hours, at least.

DEAC Meeting Notes:

https://www.canadacollege.edu/businessdivision/docs/deac_3_1_23_meeting_notes_dg.pdf

Tri-Chair meeting for February has been rescheduled...