



**Business, Design & Workforce  
Division Meeting**  
**Friday, 12:00-2:00pm | November 3, 2023**  
**In Person @ 13-330 + Virtual Zoom**

**Join Zoom Meeting:**

<https://smccd.zoom.us/j/84078035646?from=addon>

Meeting ID: 840 7803 5646

Meeting Recording: Contact Hyla Lacefield - [lacefieldh@smccd.edu](mailto:lacefieldh@smccd.edu)

<b><u>1.</u></b>	Welcome	Dean Hyla Lacefield 12:00-12:15pm
<b><u>2.</u></b>	Announcements and Updates	
<b><u>3.</u></b>	Introducing Interim Director of Workforce: Carole Meagher	
<b><u>4.</u></b>	Reassigned Time Position 30mins	Diana Tedone-Goldstone, MLIS 12:15-12:45pm
<b><u>5.</u></b>	New / Renewal Positions in BDW 10min	Hyla Lacefield 12:45 – 12:55
<b><u>6.</u></b>	Bldg. 13 Shred Box 5min	Hyla Lacefield 12:55 – 1:00pm
<b><u>7.</u></b>	Strong Workforce Presentation 20mins	Candice Nance 1:00-1:20
<b><u>8.</u></b>	Committee Reports 10mins	All Program Coordinators 1:20-1:30

<p><b>Next Division Meetings:</b></p> <ol style="list-style-type: none"> <li>1. <del>September 8th</del></li> <li>2. <del>October 6th</del></li> <li>3. November 3rd</li> <li>4. December 1st</li> </ol>			
<p><b>Participants:</b></p>	<p>Hyla Lacefield Ronda Chaney Emanuela Quaglia Richard Schulke David Gainey Janice Weeks Brian Bennett Paul Naas</p>	<p>Althea Kippes Jonna Pounds Kristina Brower Candice Nance Mary Hale Diana Tedone-Goldstone Chialin Hsieh</p>	<p>Lonor Cabrera Carole Maegher Mercedes White Janet Stringer Gampi Shankar Marina Noel Kathleen Lorst Elna Murcia</p>

**NOTES:**

**1. Welcome**

**2. Announcements | Updates**

Congratulations to all who finished Program Review!  
If you have not started this process yet, please consider starting to plan as soon as possible.

**3. Introducing Interim Director of Workforce: Carole Meagher**

Welcome to [Carole Maegher](#), our new Interim Director of Workforce.  
Janhavi Pendse accepted a position that more closely aligned with her goals.  
Carole has already reached out to many coordinators to better acquaint herself with programs and instructors.

Carole started her Career at GE and most recently worked with City College.  
She will be able to help with any questions involving Strong Workforce. Ludmilla Prisecar is working closely with us to understand funding streams outside of Strong Workforce.

**4. Reassigned Time Position**

Diana Tedone-Goldstone is one of our Librarians!  
She will help us understand what Reassigned Time is and what process to follow.

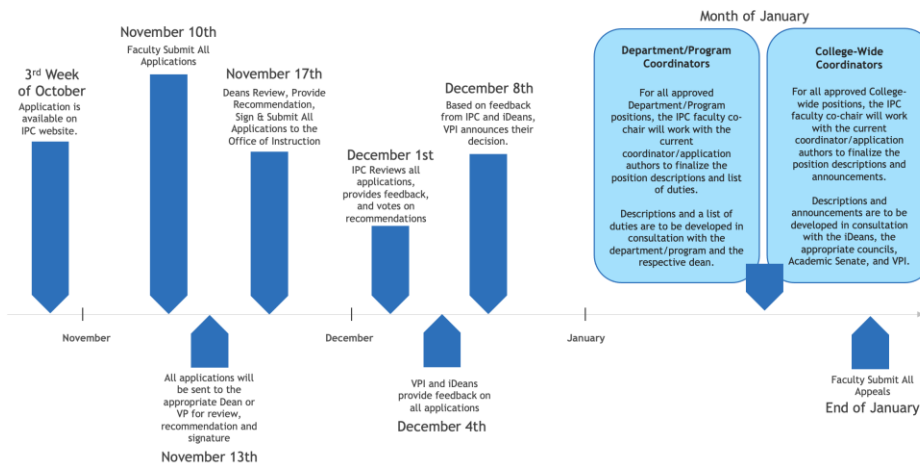
**Reassigned time:** Extensive activities beyond what’s defined as professional duties in the AFT contract.

\*A position must be approved and then another contract must be written to approve who will fill the position.

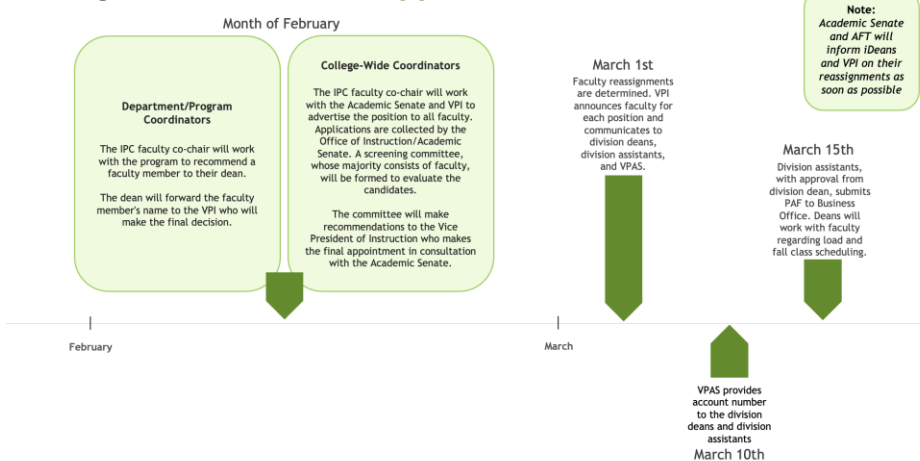
## Reassigned Time Process:

<https://canadacollege.edu/ipc/reassignment-process.php>

### Reassigned Time Position Request Timeline



### Reassigned Time Position Appointment Timeline



There was much discussion about this process being too long as well as CTE release time and/or additional compensation for the work, research, marketing, etc... that CTE program coordinators do outside of AFT contracted time.

Additional discussion about the compensation process, expectations to quote expenses before they can even be estimated (i.e. uber rides during business trips, which change throughout the day and per day). Unreasonable pushback on expenses that tend to be organic (primetime hours, etc...)

## 5. New / Renewal Positions in BDW

Fashion need a part-time person during the day and a part-time person during the afternoon. Peggy Perruccio's position will be split into two 50% positions, which will offer savings over one full-time position. We must follow the process or request both positions.

ECE had two positions – one is non-instructional faculty who will be working with the Child

Development Center. The other is a part-time instructional aid to help ESL students who might have challenges with English.

Medical Assisting is requesting a full-time faculty member because there has been a large demand for night and weekend classes for people who want to be medical assistants.

## 6. Bldg. 13 Shred Box

Break room? Copy room?


# e2CONSOLE

## Series


### STRENGTH

### SECURITY


### INNOVATION




Designed with your driver in mind, our e2Console is remarkably 25% less weight than similar consoles without sacrificing security or paper volume. The e2Console provides peace of mind by meeting Joint Commission (JCAHO) and HIPAA compliance as well as by being backed with the longest warranty on the market. Designed with the same considerations as our Executive Consoles, in office friendly grey melamine with your choice of collection bag or box insert, our e2Console has become the strongest, most secure console on the market. Now available with our patent pending TRI-Lock system, as well as multiple color and locking options, the e2Console is your most versatile choice.




Full glue and dowel assembly, maximizing strength and durability



180 degree solid steel hinge with multiple contact points



Reinforced TRI-Lock System for increased security and durability



Plastic tack glides for easy maneuvering and protection from wet surfaces

SPECIFICATIONS			
SIZE	DIMENSIONS H x W x D	BAG CAPACITY	DRY GALLON CAPACITY
24"	24" x 19" x 16" 61cm x 48.3cm x 40.6cm	80 - 100 lbs of paper / 36.29 - 45.4 kgs	18 Gallons
27"	27" x 19" x 16" 68.6 cm x 48.3 cm x 40.6 cm	80 - 100 lbs of paper / 36.29 - 45.4 kgs	21 Gallons
35"	35" x 19" x 16" 88.9 cm x 48.3 cm x 40.6 cm	80 - 100 lbs of paper / 36.29 - 45.4 kgs	30 Gallons

Shred box will be placed in the Break room on the second floor of Building 13, near the mailbox.

## 7. Strong Workforce Presentation

Focused on streamlining, simplifying, etc... processes for requesting Strong Workforce funding. Reworking request form, spreadsheets, etc...

## 8. Committee Reports

Gampi Shankar:

We do not have enough bandwidth to be on so many committees. Please speak up about the ability to participate on committees and whether it fits in with your work schedule and availability.

Is everyone participating who should be?

Why are the same people on each committee in any given area of interest?

Times for meetings, such as the Curriculum Committee and IPC, have been rescheduled and those who have important insight cannot attend.

EAPC meets every other Tuesday. Discussion around the term “white supremacy,” being replaced by, “systemic/historic oppression, “white privilege,” etc. The initial term tends to conjure images of a presence and stereotype on campus that is not evident. Assumptions about “whiteness” may be problematic and assumptive, not inclusive.

No incidents have been recorded yet, however there are students who do not feel comfortable with the Public Safety officers present, particularly for evening classes.

### Notes:

We need someone on the Curriculum Committee.

Leonor can help swap time slots. Ronda is switching to EAPC.

### Bldg. 13

#### Questions regarding:

- Bathrooms opening/being locked

- Outlets behind filing cabinets

- Noise issues in building