



## **District Career Education (CE) Subcommittee Monthly Meeting**

Friday, December 3, 2021

2:00 p.m. – 4:00 p.m.

Via Zoom Meeting ID: 95658780399

Meeting URL: <https://cccconfer.zoom.us/j/95658780399?pwd=UnVLZlVRcHFnbUMrSjY4ZVZmOWdRZz09>

Co-Chairs: Albert Maniaol and Carla Pegues

Regular Committee Members: Carla Pegues, Karen Croley, Eva Denise Jennings, Jason Holloway, Constance Koo, Barbara Des Roches, Marie Amboy, Joya Chavarin, Mary Clarke-Miller, Chris Lewis, Diana Bajrami, Michelle St. Germaine, Feather Ives, Carmen Fairley, and Leslie Blackie

(Note: Membership subject to corrections/changes)

### **Agenda**

2:00 p.m. – 2:05 p.m.	Meeting Call to Order Welcome and Introductions	Albert/Carla
2:05 p.m. – 2:15 p.m.	Review and Approval of 12/3/2021 Proposed Agenda and 11/5/2021 Meeting Minutes	All
2:15 p.m. – 2:20 p.m.	Review and Finalize CE Subcommittee Membership and CE College Liaison	All
2:20 p.m. – 3:00 p.m.	Perkins Update Report	Carmen
3:00 p.m. – 3:15 p.m.	Strong Workforce Program Update a. SWP Spend Down Reports b. SWP Reporting Deadlines and Misc. Information	Albert/ Constance
3:05 p.m. – 3:25 p.m.	College CE Liaisons Report-out (Accomplishments, SWOT Analysis)	BCC/COA/ Laney/Merritt
3:25 p.m. – 3:50 p.m.	CE Open Forum/Discussions	All
3:50 p.m. – 4:00 p.m.	Other Matters, Q&A, Announcements Adjournment	All

**Next Meeting: Friday, February 4, 2022**



# Career Education District Committee

## MINUTES

Friday, December 3, 2021

2:00 p.m. – 4:00 p.m.

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[Meeting Recording](#)

Meeting Chat (attached)

Co-Chairs: Albert Maniaol and Carla Pegues

**PRESENT:** Constance Koo, Carla Pegues, Leslie Blackie, Barbara DesRochers, Feather Ives, Eva Jennings, Ally Tomas, Mary Clarke-Miller, Chris Lewis, Marie Amboy, Sinead Anderson, Fang Huang, Joya Chavarin, Lowell Bennett, Azul Lewis, Shemila Johnson, Kim Bridges,

### **REGULAR COMMITTEE MEMBERS BY LOCATION:**

BCC: Chris Lewis, Mary Clarke-Miller, Barbara Des Rochers, Karen Croley

COA: Carla Pegues, Eva Denise Jennings, Diana Bajrami

Laney: Leslie Blackie

Merritt College: Michelle St. Germaine, Feather Ives, Marie Amboy, Jason Holloway

District: Albert Maniaol, Constance Koo, Carmen Fairley

(Note: Membership subject to corrections/changes)

## Agenda

- I. Meeting Call to Order, Welcome, Introductions
  - a. Start 2:09 PM
  - b. Review & Approval of Proposed Agenda, adding Invoicing and Class Sizes
  - c. Action for 11/5/2021 Agenda & Minutes:
    - i. Ensure Agenda & Minutes membership are the same
    - ii. Laney questions on the accuracy of the data on FTEs needed to be included (and add Q&A document from the meeting)
    - iii. Will table approval of the minutes until revisions are made until February 2022 meeting
    - iv. Clarify definition of “membership” – review bylaws
  - d. Review and Finalize CE Subcommittee Membership and CE College Liaison

- i. Mission Statement and Committee Structure details here: [web.peralta.edu/PBI/educational-committee/CTE-committee](http://web.peralta.edu/PBI/educational-committee/CTE-committee)
      - 1. Make everyone aware of this
      - 2. Suggestion: CE Deans work with Director Maniaol to create a draft Bylaws update with adjustments
        - a. Include someone from District Finance
        - b. Designate someone to stand in for meetings in case of any District representation absence
        - c. Include VC Academic Affairs
    - e. Add meeting for January Flex Day
      - i. Add “review grants process” to agenda (or for February meeting)
- II. Perkins Update Report – Carmen (absent)
  - a. Quarter 1 is not reported in NOVA
- III. Strong Workforce Program Update – Albert (absent)
  - a. R6 allocation does not match with Knack
    - i. Will be meeting with Albert & Carmen in the future to discuss this
  - b. Update Fiscal Reporting for unsubmitted/unapproved projects
- IV. SWP Spend Down Reports – Constance
- V. SWP Reporting Deadlines and Misc. Information
- VI. College CE liaisons report-out
  - a. BCC/COA/LC/MC (Accomplishments, SWOT Analysis)
    - i. COA
      - 1. Aviation program mentioned in CCC – one of the fastest growing industries and there is a high job placement rate at COA
      - 2. Ceremony celebrating student success in ATech department
        - a. Steve Gilbert’s son was an ATech alumnus
    - ii. BCC
      - 1. Curriculum challenges finally being resolved
      - 2. College of Marin Skyline & Quiñada College Apprenticeship program: partnership
      - 3. California Institute of Regenerative Medicine (CIRM) Grant awarded from CA state: \$2.8M for paid internships
    - iii. Laney
      - 1. Concern with return to Face-to-Face programs
        - a. Student uncertainty
      - 2. Concern with Strong Workforce allocation not counted in CTE allocations
        - a. Want to ensure all grant-funded programs are counted
        - b. Use grant funds to fund CE courses
          - i. Add to next agenda: how FTES is affected by grant-funded classes &
    - iv. Merritt

1. Marketing (one of CE committee goals): online target marketing meeting occurred with representatives from marketing to work with ad agencies focusing on higher ed
  2. Conversation around Purchasing disconnects with the District: to happen with all CE liaisons
  3. Form started to collect good news yields 2 responses:
    - a. Environmental program (Ben Nelson): Spring '21 had 7 students go on to get a job in the environmental field
    - b. Child Development: Using SWF funding for a project manager to work with community partners
      - i. ESL classes will also be held
  4. Allied Health (hit hard by pandemic) – two cohorts for radiologic science and nursing are finally graduating this December; following cohorts are on track to graduate in the Spring
  5. Dr. Jennifer Yates and others are retiring
- VII. CE Open Forum/Discussions – All
- a. Sound Code (Eva): for courses that do not have top codes (ie: dental)
    - i. Need to code all courses properly (occupational; D designation; CE classes)
      1. Liaisons support deans by spreading word to all other CE faculty
    - ii. What is counted for Perkins and what is counted for SWF
    - iii. Need to have a larger discussion; concerted effort across all four colleges
      1. But faculty are the only ones who can submit CurricunetMeta proposals (a very faculty-involved process)
        - a. Concerns: changing codes change articulations
  - b. Class Size
    - i. Online class only supposed to be the same size as face-to-face
    - ii. Document just sent out (Jennifer Shanowski)
    - iii. MOU capping class at 34 expired; Spring cap is back to 40
    - iv. Issues are internal
- VIII. Other Matters, Q&A, Announcements – All
- a. Class Size
    - i. Online class only supposed to be the same size as face-to-face
    - ii. Document just sent out (Jennifer Shanowski)
    - iii. MOU capping class at 34 expired; Spring cap is back to 40
    - iv. Issues are internal
  - b. Invoices: email SWF Contracts
  - c. Requests to VC Brown before she steps down:
    - i. Wishing her luck and appreciation for her CTE advocacy
    - ii. Send her a virtual card from the committee
    - iii. Ask VC Brown to attend Flex Day committee meeting in January to present
  - d. Flex Day meeting – talk to Inger to set this up

Adjournment

- I. Next Meeting: Friday, February 4, 2022

13:58:20 From Constance Koo to Everyone:  
<https://web.peralta.edu/cte/files/2021/11/11.5.21-CE-Committee-Meeting-Agenda-and-Minutes.pdf>

14:05:36 From Leslie Blackie to Everyone:  
Hooray! I found you!

14:06:57 From Leslie Blackie to Everyone:  
Can you put the number for this in the chat? I have to try to rejoin

14:07:30 From Constance Koo to Everyone:  
<https://cccconfer.zoom.us/j/95658780399?pwd=UnVLZlVRcHFnbUMrSjY4ZVZmOWdRZz09>

14:07:41 From Constance Koo to Everyone:  
95658780399

14:08:57 From Marie Amboy to Everyone:  
You got this Carla!!!

14:08:58 From Constance Koo to Everyone:  
FYI: Contract for revised R1-4 allocation and also contract for R5 have been approved by the Board

14:09:02 From Christopher Lewis to Everyone:  
Welcom

14:09:18 From Constance Koo to Everyone:  
FYI The invoices submitted to VC Brown have been submitted to Cabrillo College

14:09:29 From Mary Clarke-Miller to Everyone:  
can we add class size to agenda for a check

14:09:40 From Leslie Blackie to Everyone:  
Leslie Blackie, Laney CE Liaison

14:09:43 From Barbara DesRochers to Everyone:  
Barbara DesRochers, BCC, Biotechnology

14:09:45 From Feather, Merritt CE Liaison to Everyone:  
Feather Ives, Merritt CE Liaison

14:09:51 From Eva Jennings, CoA Dean of Career & Workforce Education to Everyone:  
Eva Jennings, Dean of Career and Workforce Education, College of Alameda

14:09:54 From Ally Tomas to Everyone:  
Ally Tomas, Laney College, Dean of CTE

14:10:02 From Mary Clarke-Miller to Everyone:  
Mary Clarke-Miller Berkeley City college ce liaison

14:10:40 From Christopher Lewis to Everyone:  
Chris Lewis, Dean of Math Science and Career Ed at BCC

14:11:02 From Marie Amboy to Everyone:  
Marie Amboy, Dean of Allied Health and Public Safety, Merritt College

14:12:48 From Sinead Anderson to Everyone:  
Sinead G. Anderson, Merritt, Staff Assist. Math, Science and Technology

14:13:32 From Ally Tomas to Constance Koo(Direct Message):  
Hi Constance, just for the sake of the minutes, my last name is spelled Tomas and I am a regular committee member of the District CE Committee

14:13:43 From Constance Koo to Ally Tomas(Direct Message):  
Got it, thank you!

14:13:47 From Ally Tomas to Constance Koo(Direct Message):  
Thank you for doing the minutes! We appreciate you

14:14:08 From Constance Koo to Ally Tomas(Direct Message):  
You're welcome! & Thanks! 😊

14:17:07 From Joya Chavarin to Everyone:

Noticed Chris Lewis should be added to regular committee members  
14:17:18 From Chris Lewis (he/him) to Everyone:  
Thanks Joya!  
14:17:46 From Barbara DesRochers to Everyone:  
Did we approve the agenda?  
14:18:24 From Constance Koo to Everyone:  
This is what I have: REGULAR COMMITTEE MEMBERS BY LOCATION:

BCC: Chris Lewis, Mary Clarke–Miller, Barbara Des Rochers, Karen Croley  
COA: Carla Pegues, Eva Denise Jennings, Diana Bajrami  
Laney: Leslie Blackie  
Merritt College: Michelle St. Germaine, Feather Ives, Marie Amboy, Jason Holloway  
District: Albert Maniaol, Constance Koo, Carmen Fairley

14:19:42 From Barbara DesRochers to Everyone:  
Small detail – my last name is Des Rochers (the R is missing)  
14:20:38 From Constance Koo to Everyone:  
Noted, and apologies for any discrepancy  
14:22:34 From Shemila Johnson to Everyone:  
Shemila Johnson, Executive Director, Northern Alameda Adult Education Collective (Guest).  
Sorry my keyboard wasn't working when you asked for introductions in the chat.  
14:22:52 From Constance Koo to Everyone:  
I can add Laney's questions to 11.5 minutes along w/ the Q&A document  
14:24:05 From Marie Amboy to Everyone:  
Maybe we need to clarify membership again... Should we review our bylaws?  
14:26:07 From Ally Tomas to Everyone:  
y  
14:26:11 From Marie Amboy to Everyone:  
Yes  
14:26:11 From Barbara DesRochers to Everyone:  
yes  
14:26:11 From Carla Pegues to Everyone:  
yes  
14:26:15 From Feather, Merritt CE Liaison to Everyone:  
yes  
14:26:15 From Leslie Blackie to Everyone:  
approve tabling minutes pending additions  
14:26:49 From Mary Clarke–Miller to Everyone:  
yes  
14:26:54 From Chris Lewis (he/him) to Everyone:  
Okay, yes  
14:27:15 From Leslie Blackie to Everyone:  
[web.peralta.edu/pbi/educational-committee/cte-committee](http://web.peralta.edu/pbi/educational-committee/cte-committee)  
14:27:17 From Feather, Merritt CE Liaison to Everyone:  
I'll have to share a link. I cannot talk right now.  
14:29:14 From Feather, Merritt CE Liaison to Everyone:  
I'm not clear on votes based on membership.  
14:29:32 From Marie Amboy to Everyone:

<https://web.peralta.edu/pbi/educational-committee/cte-committee/>

14:31:12 From Feather, Merritt CE Liaison to Everyone:

Dr. Richardson came to the last one.

14:31:29 From Leslie Blackie to Everyone:

Laney VPI Becky Opsata came last time too

14:31:39 From Chris Lewis (he/him) to Everyone:

VPI Hay has come, just not regularly.

14:32:02 From Becky Opsata to Everyone:

This meeting overlaps our curriculum committee, so when it ends early I like to pop over!

14:32:03 From Marie Amboy to Everyone:

Same with VP Richardson... But like everyone else has noted, it has not been regular.

14:32:37 From Marie Amboy to Everyone:

It's not even called Office of Ed Services anymore. LOL

14:39:00 From Ally Tomas to Everyone:

I just looked in NOVA. Q1 report not submitted yet

14:46:34 From Marie Amboy to Everyone:

I feel like we've been saying this OVER and OVER.

14:46:45 From Marie Amboy to Everyone:

We need someone from District Finance.

14:47:04 From Feather, Merritt CE Liaison to Everyone:

We did.

14:47:40 From Chris Lewis (he/him) to Everyone:

THANK YOU!

14:47:47 From Chris Lewis (he/him) to Everyone:

Second that.

14:47:51 From Mary Clarke-Miller to Everyone:

Why is Albert not here?

14:47:53 From Constance Koo to Everyone:

(FYI Director Maniaol had an emergency surgery this week, which is why he is not here today)

14:48:48 From Chris Lewis (he/him) to Everyone:

Fareha or Tami?

14:49:22 From Marie Amboy to Everyone:

Technically, Siri is supposed to be here, to.

14:49:27 From Marie Amboy to Everyone:

\*too.

14:51:02 From Marie Amboy to Everyone:

Yes - it was usually on District Flex Day.

14:56:19 From Feather, Merritt CE Liaison to Everyone:

SAME!

14:56:25 From Barbara DesRochers to Everyone:

did we mention our CIRM grant?

14:58:18 From Ally Tomas to Everyone:

Way to go Dr. Des Rochers!

14:58:19 From Marie Amboy to Everyone:

Awesome - Congratulations Barbara and BCC!

14:58:26 From Feather, Merritt CE Liaison to Everyone:

Congratuatlions!!

14:58:30 From Feather, Merritt CE Liaison to Everyone:

I can't spell

14:58:33 From Leslie Blackie to Everyone:

Wootwoot Barbara and BCC



15:00:15 From Barbara DesRochers to Everyone:  
Thank you Leslie!

15:01:02 From Feather, Merritt CE Liaison to Everyone:  
Yup.

15:01:15 From Marie Amboy to Everyone:  
The Chancellor's Office used to do Strong Workforce Stars... I hope they bring that back. If not, we should have our own "Peralta Stars".

15:04:19 From Chris Lewis (he/him) to Everyone:  
yes

15:08:25 From Lowell Bennett guest to Everyone:  
a motion.

15:09:02 From Barbara DesRochers to Everyone:  
Feather – sadly, the lack of pay is all too familiar!

15:09:58 From Mary Clarke–Miller to Everyone:  
we have become professional beggars asking companies to forgive and still give

15:12:00 From Leslie Blackie to Everyone:  
We have had vendors requiring payment ahead before they service microscopes etc because of historic lack of payment

15:12:57 From Marie Amboy to Everyone:  
We've actually had a vendors straight up decline to do any more business with us as a result of challenges with payment.

15:13:01 From Marie Amboy to Everyone:  
It's REALLY bad.

15:15:31 From Chris Lewis (he/him) to Everyone:  
D means “possibly” as Ally just said...

15:15:37 From Marie Amboy to Everyone:  
That's correct!

15:16:00 From Chris Lewis (he/him) to Everyone:  
This is another question for Albert...

15:19:22 From Marie Amboy to Everyone:  
This is actually a very faculty–involved process.

15:20:44 From Eva Jennings, CoA Dean of Career & Workforce Education to Everyone:  
We are going to get more training and information moving forward

15:21:00 From Eva Jennings, CoA Dean of Career & Workforce Education to Everyone:  
And will inform as we learn

15:28:35 From Marie Amboy to Everyone:  
The invoices were only through June, right?

15:29:12 From Constance Koo to Everyone:  
correct

15:30:08 From Constance Koo to Marie Amboy(Direct Message):  
Actually, the invoice from Merritt shows dates 7/1/20–8/30/21

15:30:36 From Marie Amboy to Constance Koo(Direct Message):  
Ok great thank you!

15:30:47 From Feather, Merritt CE Liaison to Everyone:  
She came to Merritt.

15:31:01 From Constance Koo to Everyone:  
Correction: the invoices have varying dates

15:31:23 From Feather, Merritt CE Liaison to Everyone:  
A large percentage of those who reenrolled ended up dropping.

15:33:11 From Marie Amboy to Everyone:  
Apologies all I have to take my son to his doctor's appointment. I'll follow up on the

recording. Thanks! Have a great weekend.

15:33:48 From Ally Tomas to Everyone:

Can we go back to invoices when we have time please?

15:33:54 From Lowell Bennett guest to Everyone:

I did a flex day presentation on "The Problem with Productivity" <https://bennettflexday>

15:34:30 From Lowell Bennett guest to Everyone:

<https://bit.ly/bennettflexday>

15:35:40 From Leslie Blackie to Everyone:

yes! Lowell was part of that presentation to DAS n with Jennifer Shanoski!

15:35:49 From Leslie Blackie to Everyone:

Thanks for the link Lowell

15:37:34 From Barbara DesRochers to Everyone:

Where is she going?

15:38:01 From Constance Koo to Everyone:

VC Brown is returning to the classroom

15:40:13 From Leslie Blackie to Everyone:

[groupgreeting.com](http://groupgreeting.com) is one possibility I think

15:42:26 From Chris Lewis (he/him) to Everyone:

Thank you!

15:42:32 From Chris Lewis (he/him) to Everyone:

Second