



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

Friday, November 5, 2021

2:00 p.m. – 4:00 p.m.

Via Zoom Meeting ID: 95658780399

Meeting URL: <https://cccconfer.zoom.us/j/95658780399?pwd=UnVLZIVRcHFnbUMrSjY4ZVZmOWdRZz09>

Co-Chairs: Albert Maniaol and Carla Pegues

Regular Committee Members: Chris Lewis, Carla Pegues, Diana Bajrami, Michelle St. Germaine, Feather Ives, Karen Croley, Eva Denise Jennings, Jason Holloway, Constance Koo, Carmen Fairley, Albert Maniaol, Barbara Des Roches, Marie Amboy, Mary Clarke-Miller 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 10/1/2021 Meeting Minutes	All
2:15 p.m. – 2:20 p.m.	Update on 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. FY20-21 NOVA Fiscal Reporting Status c. SWP Budgets and Expenditures d. Updating Plans/Budgets in NOVA	Albert/ Constance
3:05 p.m. – 3:25 p.m.	College CE Liaisons Report-out (Accomplishments, Opportunities, Challenges/Issues)	BCC/COA/ Laney/Merritt



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### Agenda (Continuation)

3:25 p.m. – 3:50 p.m.      Topics for Discussions      All

- **Follow-Up:** Higher Education Emergency Relief Fund (HEERF)
  - CTE classes funding breakdown/projection of expenses  
(For example: CARES funds used in AY 2020-2021 to run extra lab classes - how much of those funds were used last year? Is that happening again this year?)
- **Strong Workforce Program (SWP) Funding Allocation**
  - SWP Rounds 1 - 4 corrected numbers questioned in the October 1<sup>st</sup> meeting.
  - Funding allocations for Round 6 SWP – why District is using FY 2020-2021 Total CTE FTES numbers instead of State Chancellor's Office recommendations of using enrollment numbers for FY 2019-2020.
  - Discussion of how “bot” enrollment may be impacting CTE classes particularly to no prerequisite CTE classes. Online only classes are particularly vulnerable to “bots” being carried through census – may be impacting student success/retention rates. “Bots” impact from last spring and summer 2021 semesters - are we seeing same issues for fall 2021 term?
- **Hyflex** - are there discussions about technology needs? Are faculty interested in adopting Hyflex? What are possible roadblocks to implementing this teaching modality?

3:50 p.m. – 4:00 p.m.      Other Matters, Q&A, Announcements      All

Adjournment

a. Next Meeting: Friday, December 3, 2021



# Career Education District Committee

## MINUTES

Friday, November 5, 2021

2:00 p.m. – 4:00 p.m.

Via Zoom Meeting ID: 95658780399

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[Meeting Recording](#)

[Meeting Chat](#)

Co-Chairs: Albert Maniaol and Carla Pegues

**PRESENT:** Albert Maniaol, Constance Koo, Carla Pegues, Karen Croley, Feather Ives, Siri Brown, Christopher Lewis, Leslie Blackie, Jason Holloway, Sinead Anderson, Eva Jennings, Azul Lewis, Becky Opsata, Denise Richardson, Fang, Ally Thomas, Mary Clarke Miller, Barbara Des Rochers, Marie Amboy, Diana Bajrami, Karl Seelbach

### **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 2:05
- II. Review and Approval of 10.1.21 Meeting Minutes
  - a. Leslie Blackie moves to approve the agenda, motion passes
  - b. Ally Thomas moves to approve the minutes, motion passes
- III. Update on Subcommittee Membership and CE College Liaison
  - a.
- IV. Perkins Update Report (Albert in lieu of Carmen)
  - a. 3 colleges showing expenditures
  - b. No expenditures captured yet for BCC
- V. SWP Expense Report Update (Constance)
  - a. Discrepancy between Payroll and Finance GL Report – **follow up with Payroll**

- i. Payroll is a month behind in reporting payments for students
      - ii. Stipends are reported at the end of the semester
      - iii. From chat: the payroll issue that does not encumber funds once epafs are being initiated is being resolved in the new PeopleSoft upgrade. The new upgrade will “talk” to financial management system and encumber the funds and show in the budget.
    - b. Suggestion:
      - i. Invite a District Finance representative to the next CE meeting to understand the challenges of the system - with the purpose not of calling to attention what we already KNOW is broken, but possible solutions.
        - 1. May not be as effective since everyone already knows about the Purchasing/Finance processes longstanding challenges
      - ii. Rather, invite a representative from District Finance to a CE Deans meeting to bring clarification
      - iii. Or invite the Chancellor to the CE meeting or a liaison meeting
    - c. Strong Workforce Program (SWP) Funding Allocation - SWP Rounds 1 - 4 corrected numbers questioned in the October 1st meeting. - Funding allocations for Round 6 SWP – why District is using FY 2020- 2021 Total CTE FTES numbers instead of State Chancellor's Office recommendations of using enrollment numbers for FY 2019-2020. - [Answer that the % were still the same](#)
- VI. FY 20-21 NOVA Fiscal Reporting Status
  - a. BCC: Budget will be adjusted, amount being spent. Thank you
  - b. MC: It is a technical issue for Merritt. One of our workplans were doubled up/mirrored in NOVA. It cannot be fixed on our end. Only NOVA can fix it. So until it is fixed in NOVA, it will always show that Merritt is "overbudgeted" by \$200k+
  - c. Comment on NOVA: Based on what is provided by People Soft. People Soft contains discrepancies. There is a need to reconcile
  - d. Deans should not have to check the budget weekly
  - e. A meeting will be arranged to address fiscal challenges
- VII. FY 21-22 Round 6
- VIII. CE Liaison Reports
  - a. BCC/Mary Clarke Miller
    - i. CE Committee is now a standing committee of the Academic Senate (no longer an ad hoc committee) – had first official meeting 11.5.21
    - ii. Been working with Epic and Unreal – hoping doors open to internships and other opportunities
    - iii. Making sure all courses are correctly coded – currently looking into
  - b. COA/Carla Pegues
    - i. Nothing to report
  - c. Merritt College/Feather Ives & Michelle St. Germaine
    - i. Virtual Career Panel Discussion to be held 11.10.21
    - ii. Spring 2022 Cannabis program
  - d. Laney/Leslie Blackie

- i. Two projects to highlight:
      - 1. Black Magic Design Partner (software/hardware digital streaming media) – training for jobs (salary >\$30K)
      - 2. Carpentry
- IX. HEERF
  - a. CARES Funds and breakdown of expenses
    - i. Colleges uses their own shared governance to decide where the funds are to be spent. (Detailed presentations given to the board and is online)
    - ii. District CARES/HEERF 1&2 used for DE, LTIs, & stipends to support faculty learning online
    - iii. Is there an opportunity to collaborate across the colleges? (Like Splashtop... Use Hi-Flex collectively?)
  - b. Discussion items
    - i. Follow-Up: Higher Education Emergency Relief Fund (HEERF) - CTE classes funding breakdown/projection of expenses (For example: CARES funds used in AY 2020-2021 to run extra lab classes - how much of those funds were used last year? Is that happening again this year? [Laney raised the concern that the classes that were paid for by CARES funding were not being included in the overall FTEs and that impacted the SWP allocations. Director Maniol said that they would check on this information and report back](#)
- X. Other Matters, Q&A, Announcements
  - a. Discussion of how “bot” enrollment may be impacting CTE classes particularly to no prerequisite CTE classes. Online only classes are particularly vulnerable to “bots” being carried through census – may be impacting student success/retention rates. “Bots” impact from last spring and summer 2021 semesters - are we seeing same issues for fall 2021 term? [District has put into place several measures to prevent bots from enrolling into the classes](#)
  - b. Hyflex - are there discussions about technology needs? Are faculty interested in adopting Hyflex? What are possible roadblocks to implementing this teaching modality?
  - c. Motion to extend meeting 15 minutes passes
- XI. Adjourn 4:15 PM
  - a. Next meeting: December 3, 2021

14:06:20 From Karen Croley to Everyone:  
Karen Croley

14:06:32 From Karen Croley to Everyone:  
BCC-Project Manager/CTE

14:06:37 From Christopher Lewis to Everyone:  
Chris Lewis, Dean of Math, Science and CE at BCC

14:06:38 From Jason Holloway to Everyone:  
Jason Holloway, Merritt – Dean of Math, Science and Technology

14:06:49 From Albert Maniaol to Everyone:  
Albert Maniaol, PCCD, Director of Academic Affairs

14:07:30 From Eva Jennings to Everyone:  
Eva Jennings, Dean of Career and Workforce Education, CoA

14:07:33 From Carla Pegues to Everyone:  
Carla Pegues( CoA ) Chair Co-host and CE Liaison

14:07:43 From Azul Lewis to Everyone:  
Azul Lewis, Chemistry Lab Tech , BCC

14:07:48 From Leslie Blackie to Everyone:  
Leslie Blackie Laney CE Liaison, Biomanufacturing program  
founder, VP of Academic Senate, Biology instructor

14:07:57 From Becky Opsata to Everyone:  
Hi, I'm a guest not a full member. Becky Opsata, Laney VPI.

14:09:01 From Sinead Anderson to Everyone:  
Sinéad Anderson, Merritt College, Staff Assistant/  
Instruction, Math, Science and Technology

14:09:02 From Feather Ives to Everyone:  
Feather Ives, PT Faculty, Bioscience, Merritt College, CE-  
Liaison

14:09:13 From Denise Richardson to Everyone:  
Denise Richardson – VPI Merritt College

14:09:30 From Denise Richardson to Everyone:  
I am also a guest.

14:09:37 From Christopher Lewis to Everyone:  
Yes, agenda

14:09:37 From Ally Tomas to Everyone:  
Yes

14:09:40 From Jason Holloway to Everyone:  
yes

14:09:41 From Leslie Blackie to Everyone:  
yes agenda

14:09:45 From Eva Jennings to Everyone:  
Yes agenda

14:09:49 From Feather Ives to Everyone:  
Yes

14:09:52 From Carla Pegues to Everyone:  
Yes

14:09:54 From Karen Croley to Everyone:  
yes

14:09:54 From Barbara DesRochers to Everyone:  
Yes

14:09:56 From Feather Ives to Everyone:

Yes to agenda  
14:10:05 From Mary Clarke-Miller to Everyone:  
yes  
14:10:44 From Barbara DesRochers to Everyone:  
Yes to agenda  
14:11:51 From Leslie Blackie to Everyone:  
lots of information on the website CTE Committee : Planning  
and Budgeting Integration Model (PBIM) (peralta.edu)  
14:12:29 From Leslie Blackie to Everyone:  
[https://web.peralta.edu/pbi/educational-committee/cte-  
committee/](https://web.peralta.edu/pbi/educational-committee/cte-committee/)  
14:12:46 From Leslie Blackie to Everyone:  
yes minutes  
14:12:46 From Ally Tomas to Everyone:  
Yes  
14:12:50 From Jason Holloway to Everyone:  
yes minutes  
14:12:51 From Carla Pegues to Everyone:  
Yes  
14:12:52 From Mary Clarke-Miller to Everyone:  
yes  
14:12:58 From Christopher Lewis to Everyone:  
yes  
14:12:58 From Barbara DesRochers to Everyone:  
Yes for minutes  
14:13:13 From Feather Ives to Everyone:  
Thank you, Leslie.  
14:16:07 From Becky Opsata to Everyone:  
Is there meant to be a screen share happening?  
14:16:58 From Becky Opsata to Everyone:  
Or do I find this info with the agenda. It is my fault not  
looking there.  
14:19:11 From Leslie Blackie to Everyone:  
Thanks Constance for putting it in the chat too  
14:22:21 From Marie Amboy to Everyone:  
It was an error in calculation from the State Chancellor's  
office.  
14:23:52 From Karen Croley to Everyone:  
Are expenditures being pulled from line 18 also? Some round 1  
expenses are in line 18  
14:25:55 From Marie Amboy to Everyone:  
Round 5 does not have FIFO.  
14:26:30 From Ally Tomas to Everyone:  
Yes please for Laney  
14:28:19 From Marie Amboy to Everyone:  
Big thank you to Constance and Lilian for putting this  
together for us!  
14:32:45 From Sinead Anderson to Everyone:  
the payroll issue that does not encumber funds once epafs are  
being initiated is being resolved in the new peoplesoft upgrade. the

new upgrade will "talk" to financial management system and encumber the funds and show in the budget.

14:35:21 From Constance Koo to Everyone:

You're welcome (Lilian is exceptionally good at this and very supportive, by the way)

14:41:08 From Marie Amboy to Everyone:

And with the purpose not of calling to attention what we already KNOW is broken, but possible solutions.

14:41:17 From Constance Koo to Everyone:

Expenditures are being pulled from line 18 also and are categorized as R1

14:41:40 From Karen Croley to Everyone:

Ok, thanks

14:42:01 From Constance Koo to Everyone:



14:44:43 From Constance Koo to Everyone:

Do Round 4 funds carry into R5?

14:44:51 From Ally Tomas to Everyone:

No

14:44:53 From Christopher Lewis to Everyone:

no

14:44:57 From Constance Koo to Everyone:



14:45:45 From Marie Amboy to Everyone:

No Rounds 1-4 are separate of Rounds 5-8.

14:46:02 From Marie Amboy to Everyone:

I have some low-hanging fruit solutions!!!

14:48:51 From Siri Brown to Everyone:

Great lets all meet and brainstorm

14:51:51 From Constance Koo to Everyone:

FYI RE: the Excel sheet I presented with BCC as the example (attachment above) - I updated this example so that R4 does not carry over into R5.

14:52:23 From Constance Koo to Everyone:

(Referencing the "2035 by Location" tab)

14:53:36 From Ally Tomas to Everyone:

1st column and 3rd column are technical issues with NOVA.

14:55:47 From Leslie Blackie to Everyone:

Aren't these the same errors we pointed out at last meeting that there was an issue between Nova and district accounting?

14:57:22 From Christopher Lewis to Everyone:

Budget will be adjusted, amount being spent. Thank you

14:58:05 From Marie Amboy to Everyone:

It is a technical issue for Merritt. One of our workplans were doubled up/mirrored in NOVA.

14:58:18 From Marie Amboy to Everyone:

It cannot be fixed on our end. Only NOVA can fix it.

14:58:45 From Marie Amboy to Everyone:

So until it is fixed in NOVA, it will always show that Merritt is "overbudgeted" by \$200k+



15:01:24 From Christopher Lewis to Everyone:  
We've responded to all this in our meeting with Albert on  
Wednesday

15:02:13 From Ally Tomas to Everyone:  
That has been fixed

15:03:27 From Karen Croley to Everyone:  
unfortunately we can't rely on PeopleSoft either.

15:03:42 From Marie Amboy to Everyone:  
Exactly - PeopleSoft is incredibly inaccurate.

15:06:58 From Christopher Lewis to Everyone:  
This underscores the need to meet with finance as well

15:08:33 From Leslie Blackie to Everyone:  
Nor should the deans have to check it weekly.

15:08:42 From Ally Tomas to Everyone:  
Laney has \$900K extra in our budget from finance LOL

15:15:12 From Leslie Blackie to Everyone:  
why did Peralta decide to follow the 20-21 when the state  
chancellor's office recommended 2019-20?

15:15:28 From Christopher Lewis to Everyone:  
Does anyone know why there was already money in our 0035 line  
23 and 2035 line 23 PRIOR to transfer of our allocations? Adjustments  
had to be made to account for this. Another question for finance

15:21:51 From Leslie Blackie to Everyone:  
So the CE liaisons were suppose to report out from their  
colleges 3:00 - 3:25. Strong workforce reporting was suppose to be  
3:00 -3:15 and then topics for discussion of questions related to SWP  
are suppose to be 3:25 - 3:50

15:30:48 From Feather Ives to Everyone:  
Yes

15:31:42 From Siri Brown to Everyone:  
All of us have been to many PCCD meetings where the timing of  
the agenda gets behind.

15:36:04 From Feather Ives to Everyone:  
My regrets!! I left out the Spring 2022 start of the Cannabis  
program!!!! 🙏

15:36:10 From Feather Ives to Everyone:  
Thanks Sinead!!!

15:47:21 From Leslie Blackie to Everyone:  
Im still not hearing why did the District decide to use  
numbers from 20-21 instead of the state chancellor's guidelines of  
using 2019 -2020 numbers

15:47:32 From Marie Amboy to Everyone:  
Each college was actually given \$50k several years ago to  
align their Top Codes with CIP, SAM, and SOC. Merritt partnered with  
the Top Code Project to do this a few years ago.

15:52:14 From Ally Tomas to Everyone:  
I remember that project and Laney still has those funds!

15:52:38 From Marie Amboy to Everyone:  
@Ally - really? I thought those funds sunset!!!

15:52:38 From Karen Croley to Everyone:

BCC has some funds left also.

15:53:18 From Leslie Blackie to Everyone:

I think folks need to understand the difference between D and the ABC and why it is important to classify as ABC for the funding.

15:59:10 From Marie Amboy to Everyone:

That's very helpful, Albert. Thank you!

16:03:00 From Christopher Lewis to Everyone:

I need to go to another meeting but thank you all.

16:05:12 From Feather Ives to Everyone:

I have another meeting. Thank you, everyone.

16:09:27 From Leslie Blackie to Everyone:

We need the bots to help our students enroll! LOL

16:09:35 From Jason Holloway to Everyone:

I have to attend another meeting. See you all later

16:10:26 From Ally Tomas to Everyone:

Thanks all. Gotta go!

16:15:34 From Marie Amboy to Everyone:

Thanks so much everyone! Take care and enjoy the weekend!

16:15:37 From Barbara DesRochers to Everyone:

Thank you!