

Business, Design & Workforce Division Meeting

Date: 02/04/2025 | **Time:** 12pm to 1pm | **In-person:** 13-236 | **Zoom:**

<https://smccd.zoom.us/j/82935214272?pwd=BCaL6rm1ULaIWWTfluhH5pcZqS15ji.1&from=addon>

	<p>Discuss Feb division meeting agenda</p>	<ul style="list-style-type: none"> • Feb division meeting agenda • Anyone have anything that they would like to add to the agenda? <ul style="list-style-type: none"> ○ ETPL - process has changed and further entries have been postponed until further notice ○ Menlo Park updates 3 to 5 min ○ SWP updates 15 min ○ Apprenticeship - no updates at this time 																		
	<p>Discuss needs & expectations during March</p>	<ul style="list-style-type: none"> • Are there any outstanding tasks, projects, etc... that Alex needs to support you with prior to March? <ul style="list-style-type: none"> ○ Apprenticeship - already started ○ Menlo Park - already started ○ Mary has at least 1 international student that is in the final stages of onboarding (hopefully this will be done by the end of the week) • Robyn schedule for March <ul style="list-style-type: none"> ○ remote 02/26, vaca 02/27 & 02/28, remote 03/03 ○ Wed & Thurs 10am to 6pm • Who do we go to and for what? <table border="1" data-bbox="721 1180 1516 1785"> <thead> <tr> <th>Jasmine</th><th>Ameer</th><th>Robyn</th></tr> </thead> <tbody> <tr> <td>Anything related to SWP & the programs that fall under it</td><td>Urgent staff and/or faculty concerns/challenges (cc Robyn)</td><td>Anything related specifically to the division</td></tr> <tr> <td>FOAPs & budget inquires</td><td>Manager requests specifically for division (cc Robyn)</td><td>Anything requiring Dean's signature</td></tr> <tr> <td>Manager requests specifically for SWP</td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> • March meeting <ul style="list-style-type: none"> ○ 100% online (possibly shorten meeting) 	Jasmine	Ameer	Robyn	Anything related to SWP & the programs that fall under it	Urgent staff and/or faculty concerns/challenges (cc Robyn)	Anything related specifically to the division	FOAPs & budget inquires	Manager requests specifically for division (cc Robyn)	Anything requiring Dean's signature	Manager requests specifically for SWP								
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		<ul style="list-style-type: none"> ○ Draft agenda including an in-depth outline of non-personnel prioritizations & google form for committee updates - email out in advance ○ During meeting focus on: <ul style="list-style-type: none"> ■ Non-personnel prioritizations ■ SWP, apprenticeship & MP updates ● Require follow-up <ul style="list-style-type: none"> ○ Non-personnel prioritizations need to be completed this month ○ Timecard, journals, leave reports etc... approver needs to be reappointed ○ Board presentation (Feb 26th at 6pm) 10 min update about apprenticeship ○ Jasmine & Robyn will connect about March meeting
	Brainstorm processes for Division workflow	<ul style="list-style-type: none"> ● Development areas <ul style="list-style-type: none"> ○ Internal communication, tracking & record keeping ○ Internal signature queue ○ Streamlined communications with Business Office ○ BDW Sharepoint ○ Smartsheet tracker for various software requests, large ticket items, reqs, POs, ITS evals, signatures etc... ○ Main POC for reqs & POs - Robyn & Jasmine ● Outstanding software needs - Jasmine & Robyn <ul style="list-style-type: none"> ○ Will set up a follow-up meeting to iron out some of these details
	Contact list brainstorm bullet points	<ul style="list-style-type: none"> ● TBD (depending on time) ● Division Contact List ● Might be interested in creating some bullet points under each of our names (similar to HR) <ul style="list-style-type: none"> ○ If you had to choose 3-5 bullet points what would you add? ○ HR contact list
	Webpage review as a team	<ul style="list-style-type: none"> ● TBD (depending on time)