



Business, Design, & Workforce Staff Meeting

Wed Sept 4th, 2024 | 11am to 12pm

In-person: 13-236 | Zoom: <https://smccd.zoom.us/j/82179969553?from=addon>

1.	Welcome	
2.	PD Check-Ins	<p>Professional Development Conference Webpage</p> <ul style="list-style-type: none"> • Mary - Chambers of Commerce Leadership Academy <ul style="list-style-type: none"> ◦ College will support 3 applicants every year if anyone is interested - email will be sent out when time comes • Mercedes - interested in project management but will look into more once slows down at MP <ul style="list-style-type: none"> ◦ PMP, PMI credentials ◦ LinkedIn option - foundational principles ◦ Professional Development Academy through SMCCD website • As CSEA members utilize union for PD funds • Additional form for Classified for tuition reimbursement but must be submitted to Senate 30 days in advance Classified Application • Jasmine - CCAOE Leadership 2.0 conference for spring 2025 - encourage for the entire team to go (FA25) • Robyn - signed up for some free PD workshops through Professional Development Academy through SMCCD website
3.	Team Announcements	<ul style="list-style-type: none"> • Mercedes - entrepreneurship program started and orientation was a success! Stay tuned for more updates. • Sep 30th main program starts - established business owners who need support • Water licensing program - 3 graduates are now licensed professionals • New water program cohort starts on the 09/21 • Intro to AI late start 09/30 • Mary - MEDA deliveries have been coming and are on track based on spreadsheet created • Stay in the Bay 100K - print material ordered for this event & table runners/cloths have arrived • Student re-hires - pending ePAFS

		<ul style="list-style-type: none"> ● Remaining orders are on hold for MEDA due to procard transition <ul style="list-style-type: none"> ○ VPI office agreed to small purchases in the meantime ● Jasmine - apprenticeships moving forward with two luncheons for community partners (advisory board - work together to gain insight on industry needs) ● Curriculum for apprenticeships in development & pending approval for FA25 launch ● First apprenticeship cohorts will be offered FA25
4.	Semester Planning	<ul style="list-style-type: none"> ● Robyn - stay tuned for more calendar invites for staff & faculty for things like meetings, timesheet deadlines, order requests, important college notifications etc... <ul style="list-style-type: none"> ○ New process → Continued support to aid in implementation ● Mercedes - time off requests/sick days <ul style="list-style-type: none"> ○ Submit calendar invites to direct supervisor and Cc Alex and/or Robyn ○ In the future, Absentify integrated app through Microsoft teams (connects to outlook calendar) ● Flex Day Activity for October 9th = TBD ● Future Staff Meetings = TBD ● End of Semester Division celebration = TBD
5.	Open Discussion	<ul style="list-style-type: none"> ● Mercedes - develop a partnership with person(s) on campus that can provide a warm hand-off for prospective students at MP or as a division in whole. ● Suggestion Microsoft booking or Calendly for students to use to book meetings ● Inquires for student employment Menlo Studio vs. Canada job board <ul style="list-style-type: none"> ○ More structure needs to be created around student assistants & off campus employment with community members ● The college Job board should be a “go-to” referral for community members who are looking to post employment opportunities for students ● On-campus employment can aid undocumented students in being issued a social security number
6.	Adjourn	