Business, Design & Workforce Tri-Chair Meeting
Monday, 9:00am-10:00pm | March 9, 2023
Virtual Zoom: https://smccd.zoom.us/j/87455590970

https://smccd.zoom.us/j/88661276645?pwd=QWN6dmE0L1BNaktiOHZUaWlDM0REdz09&from=add on

Tri-Chair: Hyla Lacefield - Dr. Julian Branch - Billy B
Guests: Mary Chries *[Business Operations Office - Budget Office]*
Ludmilla Prisecar *[Vice President, Administrative Services]*

On faculty joining Tri-Chair Meetings:
Tri-Chair is an Operational Group that determines priority, funding and alignment with the Business, Design & Workforce Division as well as Cañada College's goals. We strive to be efficient in approving (or not approving) requests and swiftly move on.

We would like to invite people from specific expertise to join the meetings, but decisions made will not be allowed to become a debate. These meetings are purely about deciding what is a good use of funds and have nothing to do with how Tri-Chair members personally feel as individuals.

Billy B, our CTE Liaison has been in office hours daily.

Billy is available on Zoom @ 1pm - 2pm M-F:
https://smccd.zoom.us/j/88413550964?pwd=TTBncHpTbzAydGJjY3FoV1gxQmcvdz09

Participatory Governance Definitions	
Council	A primary participatory governance body: PBC, IPC, and SSPC whose membership is representative of all four college constituency groups—students, faculty, classified staff, and administration
Senate	Academic, Classified and Student Senates each represent a single college constituency group. (These may include subcommittees per their bylaws.)
College Committee	Participatory governance bodies (with *at least* one of each of the four college constituency groups in their membership) each responsible for a specific plan. College Committees complete the following: • Draft the plan (based on the college plan template to ensure alignment with college goals and accreditation objectives/standards) • Solicit input and seek approval for plan from each Planning Council • Submit plan to PBC for final review and approval • Monitor college-wide implementation of the committee plan • Report annually to PBC on the progress made toward achieving the committee plan
Task Force or *ad hoc* Work Group	Small groups created by a Planning Council or a Committee for a short time—less than a year—for a defined "task" or purpose. The membership of the Task Force relies on topic experts, interested parties, and may include representation of college constituency groups as determined by the founding Planning Council or Committee.
Operational Groups	Operational groups, for example, like iDeans or College Council, serve College functions or specific purposes related to college operations. Likewise, Professional Development (Article 13) or Evaluation Guidance Committees fulfill faculty contract obligations. They serve operational functions per the faculty contract. Operational groups are not college participatory governance planning committees.

- The Business Office and Administrative Services will be included in future meetings.
  - This will help ensure grant funds are being utilized properly for their correct purposes.

- Faculty requests for their own individual wants should be reported to Billy.
- Requests for things like software and supplies will be handled by Hyla.

All Strong Workforce requests can be viewed here:

https://docs.google.com/spreadsheets/d/19nSKMuD6CMp2ls255_0aZKeK7BF-8JZ37KygO-SzyUc/edit?usp=sharing

Decisions will be justified within the spreadsheet.

Strong Workforce Guidelines, Definitions and Allowable Expenditures:

https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Division-of-Workforce-and-Economic-Development/WEDD-RFA/RFA16-191/Files/x_AppendixCGuidelinesDefinitionsandAllowableExpenditures.pdf

The cost must be necessary, reasonable, allocable, and not supplanting, and any additional cost restrictions listed in the RFA would supersede allowable costs within this document.

We are working on ways to be more transparent on progress, request totals and approval.

- Using color keys to provide clear feedback to viewers.
- Adding dates of initial request and review.
- Noting total amounts requested and authorized amount.
- Sorting regional, local, Perkins requests, etc...

During this meeting we addressed five requests and will have a meeting to address two more pressing requests early next week.

David Eck would like clarification on the CTE Liaison position.

- o Can be viewed HERE.
  Copied below:

Invitation to Apply: CTE Liaison

The Academic Senate and the Office of Instruction announce the position of CTE Liaison. Regular and adjunct faculty are invited to apply.

Hours	7.5/week
Compensation	Full-time 0.20 reassignment, Part-time paid hourly (non-instructional load rate)
Term	4 semesters (Fall 2021-Spring 2023)
Responsible	Vice President of Instruction

Application
Review the duties and desired qualifications listed below. Answer the following three questions in approximately one page.

1. Why are you interested in being the CTE Liaison?
2. What has been your experience with CTE related work?
3. What unique contributions do you bring to the position?

Complete applications will be reviewed by a screening committee who will forward finalists to the Vice President of Instruction. Faculty who would like to serve on the screening committee to review the applications for this position should contact Diana Tedone-Goldstone (tedoned@smccd.edu) and David Eck (eckd@smccd.edu).

Duties
1. Participate on the ASCCC CTE listserv
2. Communicate with the Academic Senate, Curriculum Committee, Cañada CTE faculty, and noncredit faculty regarding statewide CTE initiative that are relevant to our region
3. Organize faculty conversations to envision and champion new ideas, innovations and programs
4. Serve to act as a liaison between Cañada College, our CTE faculty, our region and the State for CTE initiatives relevant to Cañada College
5. Serve on the Strong Workforce Tri-Chair Committee
    1. Current Committee Structure:
        1. Dean of Business, Design, and Workforce,
        2. CTE Liaison
        3. Director of Workforce Development.
    2. Proposed committee structure:
        1. Dean
        2. CTE Liaison
        3. Director of Workforce Development)
6. Attend Senate meetings and report as needed about statewide issues of concern in CTE
7. Assist faculty when necessary as new and continuing programs are developed to ensure they follow social justice and diversity, equity and inclusion framework
8. Participate in local and regional CTE discussions
9. Communicate opportunities for CTE faculty to participate in CTE related statewide initiatives, work-groups, committees and task-forces to ensure that CTE interests are represented
10. Communicate to the Senate about the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy recommendations and participate in conversations to implement system-wide policies and practices that may significantly affect career technical education programs in our area

11. Identify CTE faculty at Cañada to serve locally and statewide on committees and task-forces
12. Attend and participate in BACCC meetings and report information back to the campus community
13. As funding permits, attend state-level events (CCCAOE, ASCCC, Curriculum workshops) and other regional consortia meetings.
14. Help the campus community understand labor market and industry needs
15. Report to Academic Senate as needed which includes presentations and workshops
16. Communicate and meet as needed with Skyline and CSM CTE Liaisons to discuss district wide CTE issues.

For more information see: ASCCC CTE Faculty Liaison Expectations: https://asccc.org/cte-faculty-liaison