



## **Business, Design & Workforce Tri-Chair Meeting**

**Monday, 1:00pm-2:00pm | April 14, 2023**

**Virtual Zoom:** <https://smccd.zoom.us/j/87455590970>

<https://smccd.zoom.us/j/88661276645?pwd=QWN6dmE0L1BNaktiOHZUaWIDM0REdz09&from=addon>

**Tri-Chair:** Hyla Lacefield - Dr. Julian Branch - Billy B

Guests: *Ludmilla Prisecar [Vice President, Administrative Services]*

*Mary Chries Concha Thia [College Business Officer]*

Reviewed Strong Workforce requests can be found here:

[https://docs.google.com/spreadsheets/d/19nSKMuD6CMp2ls255\\_0aZKeK7BF-8JZ37KygO-SzyUc/edit?usp=sharing](https://docs.google.com/spreadsheets/d/19nSKMuD6CMp2ls255_0aZKeK7BF-8JZ37KygO-SzyUc/edit?usp=sharing)

- Reviewed Mary Hale's current salary, accounts and budgets, as well as regional or local context.
  - 1. PAF for Mary Hale - Changing to Regional retroactive to Dec.2022
  
- Do we have the contract signed for year 7?
  - **View here:**  
[https://www.canadacollege.edu/businessdivision/docs/cc\\_swp\\_r7\\_canada\\_college\\_b29039\\_2\\_10\\_23\\_signed.pdf](https://www.canadacollege.edu/businessdivision/docs/cc_swp_r7_canada_college_b29039_2_10_23_signed.pdf)
  - Mary Chries will work with Jim Butterfield to create the new fund number.
  
- Discussed coordination of updating budgets.
  - Get approval and agreements/preferences for usage of funds in writing.
  - Encourage rejected (for now) request submitters to resubmit when the CTE program is ready to launch
  
- Agreement to note pending board approval.
- Discussion on current need vs. potential future costs...
  
- Swag request is now part of the foundation request.

- **Fund 1 Expenditure Guidelines:**  
[https://www.canadacollege.edu/businessdivision/docs/fund\\_1\\_expenditure\\_guidelines.pdf](https://www.canadacollege.edu/businessdivision/docs/fund_1_expenditure_guidelines.pdf)
- **FCMAT – Gift of Public Funds:**  
[https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/preview/businessdivision/docs/fcmat\\_gift\\_of\\_public\\_funds\\_4\\_5\\_18.pdf](https://a.cms.omniupdate.com/11/#smcccd/Canada/CanadaCollegeEdu/preview/businessdivision/docs/fcmat_gift_of_public_funds_4_5_18.pdf)
- **Gift of Public Funds:**  
[https://www.canadacollege.edu/businessdivision/docs/gift\\_of\\_public\\_funds.pdf](https://www.canadacollege.edu/businessdivision/docs/gift_of_public_funds.pdf)
- Follow up on the Digicel Flipbook request specifically?
  - Must pass software request thru district approval first.
  - To do:  
 ITS request on our next meeting too?  
**ITS REQUEST FORM:** [https://smccd-czqfp.formstack.com/workflows/its\\_purchasing\\_request](https://smccd-czqfp.formstack.com/workflows/its_purchasing_request)
- Discussed length of employment + budget for ECE student assistant.
  - Will convert student assistant to professional expert over summer term with consideration for extending contract.
  - \$20,000 was approved from regional year 6 through the end of December 2023. (If regional y6 runs out regional y7 may be implicated.)
  - The request for Spring semester should come back in fall.
  - Process:
    1. Professional Expert position is requested and taken to board.
    2. Board approves position.
    3. Hiring occurs.
    4. PAF etc. as part of hiring including FOAP utilization
    5. Reporting/evaluation structure is tied into PAF creation.
    6. EMAIL to requestor, +CC Business office with request to make the budget change.

**FOAP: 31295-3411-2360/3802-130500 Benefits: 2360/3802**  
**Fringe Benefit Rates:**  
[https://www.canadacollege.edu/businessdivision/docs/fy\\_22\\_23\\_fringe\\_benefits\\_rates.pdf](https://www.canadacollege.edu/businessdivision/docs/fy_22_23_fringe_benefits_rates.pdf)
- Law Library invoice is late and must be paid.
  - Not allowable to continue using Perkins.
  - Moving to Strong Workforce while we wait for Fund 1?
    - Is currently under review due to concerns about **Supplanting\***.

- **\*Supplanting:**

Funds appropriated to community college districts for local or regional share investment shall supplement, not supplant, existing funding of community college career technical education programs. This shall not be interpreted to mean that a participating community college district is prohibited from eliminating or altering existing programs, but the percentage of that community college district's total full-time equivalent students enrolled in career technical education courses relative to the total full-time equivalent students enrolled in the district shall not be reduced from the percentage computed for the 2015–16 fiscal year. [EC§88824(e)]