



Strong Workforce Committee Meeting

Minutes

Tuesday, 11:00am-12:00pm | December 5, 2023

Virtual Zoom: <https://smccd.zoom.us/j/82853094586?from=addon>

Room: 8-119

| Committee | Guests |
|---|--|
| <p>Dean of Business, Design & Workforce: Hyla Lacefield</p> <p>Interim Director of Workforce: Dr. Carole Meagher</p> <p>Committee Liaison: Dr. Candice Nance</p> | <p>Ludmilla Prisecar Vice President, Administrative Services</p> <p>Chialin Hseih Vice President of Instruction</p> <p>Mary Chries Concha Thia Business Operations Office - Budget Office</p> |

| | Item | Responsible | Outcome/Followup |
|----|--|--------------------|---|
| 1. | Welcome and Introductions | All | Done |
| 2. | Adoption of Agenda | All | Agenda modified to include Chialin's proposals for Strong Workforce Meetings and Job Descriptions |
| 3. | Approval of Minutes a. 11/16/2023 Minutes - amended b. 11/21/2023 Minutes – ammended c. 11/28/2023 Minutes attached | All | Approved Minutes ammended to include FOAPs |
| 4. | Funding Requests for approval (attached) | Carole | MEDA request pending VPI approval on December 8 th . |
| 5. | Chialin's recommendations for Strong Workforce meeting processes | Chialin | Action items: <ul style="list-style-type: none"> Share Google Sheet of previously approved items. (Carole) |

| | | | |
|-----|--|---------|--|
| | | | <ul style="list-style-type: none"> Schedule operations meeting with Chialin, Ludmila, Hyla, Mary Chries, Carole. |
| 6. | Discussion/feedback around SWF Request Questions | Candice | Carryover to next meeting |
| 7. | Presentation of new SharePoint Site | Candice | Carryover to next meeting |
| 8. | Current topics, issues, updates <ol style="list-style-type: none"> LinkedIn Contract Physics Career Exploration Water Treatment and Distribution Menlo Park/Las Pulgas Development Agency Fitness Trainer Program | | Carryover to next meeting |
| 9. | Future meeting dates | | December 12, 2023 For Spring 2024: 11:00am-12:00pm on Tuesdays, Weekly beginning January 16th until further notice. |
| 10. | Adjourn | | Done |

| Item for approval | FOAP/Distribution | Basis | Outcome |
|--|---|---|--|
| MEDA Non Instructional Reassigned Time | Year 7 Local 31300-3411-1495-120800 \$29,000 31300-3411-3802-120800 4,000 Total \$33,000 | 0.2 for 4 semesters, NI plus benefits beginning Fall 2024 | Pending VPI approval on December 8 th . Request went out of process cycle, documented in MEDA Program Review and IPC agenda . |