



Business, Design & Workforce Committee Meeting

Monday, 12:00pm-1:00pm | October 30, 2023

Virtual Zoom: <https://smccd.zoom.us/j/84078035646?from=addon>

Committee	Guests
<p>Dean of Business, Design & Workforce: Hyla Lacefield</p> <p>Interim Director of Workforce: Carole Meagher</p> <p>Committee Liaison: Candice Nance</p>	<p>Ludmilla Prisecar <i>[Vice President, Administrative Services]</i></p>

Reviewed Strong Workforce requests as of October 23, 2023 here:

Review latest submissions as of October 30, 2023 here:

Minutes:

Introductions...

Reviews:

- Using foundation funds to pay for refreshments for students.
 - Submit reimbursement sheet asap
 - Cañada Vista vs. Business Hub for event
 - [Reserve a Facility](#)
 - [FACILITY USE POLICIES AND PROCEDURES MANUAL](#)
- Commitments:
 - Gina Hooper – 1 more year
 - Director of Workforce
 - PSC for Menlo Park and BDW
 - Etc.
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Budgeting for Year 8 is due:

- Due October 31st
- Agreed to organize calendar to keep track of deadlines for reporting.
- Year 8 local either needs an extension or to be submitted.
- Discussed funds.

Regarding Strong Workforce Request Form and Spreadsheets:

- Google Form for Strong Workforce requests must be replaced.
 - Form is still connected to Julian Branch's account.
 - Could be deleted at any point
- Google Sheets for Strong Workforce requests and reviews much be replaced.
 - Sheets are still connected to Julian Branch's account.
 - Could be deleted at any point, leaving us with no paper trail / history of requests and review outcomes.
 - Conversation about downloading forms and linking them on Strong Workforce Committee page to replace links in minutes.
 - One link for all or replace links in all minutes.
 - Retype, export, edit website, reupload x10.
- Candice will be working on transitioning forms and spreadsheets to Smartsheets, etc...

Proposed:

Meetings on Mondays going forward until issues discussed are resolved.