



## Strong Workforce Committee Meeting

Minutes - DRAFT

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

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

Room: 8-119

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

	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 – amended c. 11/28/2023 Minutes attached	All	Approved Minutes amended to include FOAPs
4.	Funding Requests for approval (attached)	Carole	MEDA request funding approved. Pending VPI approval on December 8 <sup>th</sup> .
5.	Chialin's recommendations for Strong Workforce meeting processes	Chialin	Action items: <ul style="list-style-type: none"> <li>Share Google Sheet of previously approved items. (Carole)</li> </ul>

			<ul style="list-style-type: none"> <li>Schedule operations meeting with Chialin, Ludmila, Hyla, Mary Chries, Carole.</li> </ul>
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"> <li>LinkedIn Contract</li> <li>Physics Career Exploration</li> <li>Water Treatment and Distribution</li> <li>Menlo Park/Las Pulgas Development Agency</li> <li>Fitness Trainer Program</li> </ol>		Carryover to next meeting
9.	Future meeting dates		December 12, 2023  <b>For Spring 2024:</b> 11:00am-12:00pm on Tuesdays, Weekly beginning January 16 <sup>th</sup> until further notice.
10.	Adjourn		Done

Item for approval	FOAP/Distribution	Basis	Outcome
<p>MEDA Non Instructional Reassigned Time</p> <p>Request went out of process cycle, documented in <a href="#">MEDA Program Review</a> and <a href="#">IPC agenda</a>.</p> <p>Pending VPI approval on December 8<sup>th</sup>.</p>	<p>Year 7 Local 24-25</p> <p>31300-3411-1495-120800 \$14,500</p> <p>31300-3411-3802-120800 <u>2,000</u></p> <p>(S) <u>\$16,500</u></p> <p>Year 8 Local 25-26</p> <p>31335-3411-1495-120800 \$14,500</p> <p>31335-3411-3802-120800 <u>2,000</u></p> <p>(S) <u>\$16,500</u></p> <p><u>Total:</u> <u>\$33,000</u></p>	<p>0.2 for 4 semesters, NI plus benefits beginning Fall 2024</p>	<p>Approval deferred to 12.12 until details finalized.</p>