



## Business, Design & Workforce Tri-Chair Meeting

Wednesday, 4:00pm-5:00pm | September 13, 2023

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

Tri-Chair	Guests
Dean of Business, Design & Workforce: <b>Hyla Lacefield</b> Interim Director of Workforce: <b>Janhavi Pendse</b> Tri-Chair Liaison: <b>Candice Nance</b>	<b>Ludmilla Prisecar</b> <i>[Vice President, Administrative Services]</i> <b>Mary Chries Concha Thia</b> <i>[College Business Officer]</i> <b>Liliana Garcia-Arteaga</b> <i>[Senior Accounting Technician]</i>

### Reviewed Strong Workforce requests can be found here:

[https://docs.google.com/spreadsheets/d/19nSKMuD6CMp2ls255\\_0aZKeK7BF-8JZ37KyG0-SzyUc/edit?usp=sharing](https://docs.google.com/spreadsheets/d/19nSKMuD6CMp2ls255_0aZKeK7BF-8JZ37KyG0-SzyUc/edit?usp=sharing)

### Review latest submissions here:

<https://docs.google.com/spreadsheets/d/1YmjkkLgAw4BVK8CkV9u2rxCOM4UN4UgAH60cvpvllmY/edit#gid=1639855936>

### Minutes:

Introductions...

### Reviews:

- Reviewed to-dos and deadlines, including Strong Workforce Reporting.
- Reviewed deadlines for Year 6, 7 & 8 – local and regional, plus totals available.
- Brief overview of what requests were addressed during our last meeting.
  - Some requests have been paused or must be addressed again to see if requests granted have moved forward.
  - PAD software request has been modified slightly to address more current needs.
  - Facilities planning has shrunk significantly at the District level, so we may not have resources to go with the available funds to execute projects involving construction and plumbing.

### Specifically regarding the EHD workroom request:

- Committee Member would like more information on why this request is appropriate under Strong Workforce, what we can spend, what we cannot spend, goals of the college, educational masterplan, etc...
- This request will require further justification and discussion.

- Faculty cannot go to facilities with these sorts of requests until we know the college supports the goal and that funding is available.
- Perhaps other funding areas might be more applicable?
- **Hyla** will take charge in informing Jamie Hui of the status of this request, **joined by Janhavi**.

#### **Spectrophotometers + PH Meters request:**

- Is this possibly supplanting?
  - Page 2: [APPENDIX C](#)
  - Should request lottery funds through program review.
- Are there other funds for this purpose?
  - Purpose: Replacing old equipment
- Will readdress after discussing onboarding.
- While the proposed cost is allowable under the funding source is it also reasonable?  
Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.  
Systems that can guide this definition are: necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

#### **Dual Enrollment Request:**

- Funding formerly promised by Julian Branch, but not budgeted for.
  - MUST be for CTE classes.
- Traditionally, high schools provide books for Dual Enrollment.
  - If we have extra funds, this could be put toward the sake of teamwork, however, why is Carlmont not paying for these books?
- This was funded in the past.
- STUDENT FEE PROHIBITIONS AND EXEMPTIONS  
In accordance with Education Code § 76004(f), high school pupils enrolled in courses offered under this Agreement shall not be assessed or charged any fee prohibited by Education Code § 49011, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and/or equipment needed to participate in the course. Section \_\_\_ of the Appendix A to this Agreement specifies the textbooks, supplies, materials, and equipment required for each course offered under this Agreement; the costs of these textbooks, supplies, materials, and/or equipment, which are also specified in the Appendix A will be borne by the SCHOOL DISTRICT.

#### **Proposed:**

Orientation meeting next week, onboarding, covering allowable expenses.

Funding must be spent by the end of the fiscal year, or it disappears.

Discussions on open public meetings.