

Academic Senate

Career Education Committee Meeting Summary

April 29, 2024 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees: Brittany Applen, Gary Quire, Harriet Happel, Jennifer Paris, Justin Wallace, Marilyn Jimenez, Mark Daybell, Nicole Faudree, Regina Blasberg, SB Tucker and XanTh Stack

Start Time: 1:04 pm.

1) Approve Previous Minutes

- a) March 25, 2024
- b) April 15, 2024
 - i. Motion to approve the minutes from March 25th and April 15th by Nicole Faudree, seconded by SB Tucker. Unanimous. Approved.

2) Proposed CE Meeting Dates for CE Committee 2024/2025 Year (See Below) – Gary

- a) A discussion took place at the last CE committee meeting to hold one meeting a month, starting on August 26th. In September and October, the meetings will be scheduled in the middle of the month. Marilyn will send out the meeting invites.

3) Budget Items from Program Review Requests – Harriet

- a) **Program Review Requests:** There was close to \$1.7 million requested in Program Review which includes forced and augmented cost. The current Perking's funding is at \$556,000, and regarding SWF that state is suggesting counting the base allocation from last. They are also asking the district to not anticipate the 17% percent. There is no reauthorization for round 9 and this will not begin until after the May revise. Harriet was in Sacramento and the Legislative Analyst Office is trying to do a grab of unspent SWF funds. Much of the funding has been trimmed back and the priorities included student center activities, advising, work base learning projects, professional development and anything that has to do with accreditation. This includes ECE accreditation requirements and certain conferences they need to attend as there are fees and memberships that need to be paid. There were some funds left over in SWF and Harriet was able to pay for some equipment.
- b) **Budget Report Update:** The "Continues Process Improvement" justification is from Program Review. Most professional development was put in a Perkins across CTE. Much of the equipment was paid with "SWF or Other" funding sources. There was over \$200,000 in professional development request received. \$50k will be placed in SWF and another 50k in Perkins. However, the district has not expended the \$100k in a year. In Perkins funding \$20 out of \$50K that was not spent. These funds need to be spent as they do not roll over. For any professional development that is not tied to accreditation this was placed in across CTE. It is unlikely that \$170K will be required in professional development.
- c) **Specific Academic Dept. Funds:**
 - i. Administration of Justice program: There are specific funds needed but these are not accreditation requirements and therefore this was added to across CTE. There are, however, memberships required.
 - ii. Architecture Program: There are supplemental services required for faculty to do student advising that goes beyond what counseling can do. There is more funding now needed due to the addition of the new Baccalaureate degree. All other programs were cut by 50%. There is

now a requirement of 30 minutes per student and no more by the hour.

- i. **Recreation Management Program:** \$10,595.00 was requested, however it is was not clear how much the certification cost or how many faculty are needed. Therefore, the request was cut in half. It was clarified that the certification is \$400, and travel is included. This request can be cut to \$5K and placed in across CTE. The membership is \$1,200 and there are some memberships that were prepaid. Brittany and Garrett Hooper are taking students, and they are not being paid fully. The \$28K requested is for sub services. This cannot be done as this is Fund 11, this is not associated with instruction. Harriet cannot touch instruction that is a Title 5 and Accreditation implications.
- ii. **SIGN Language:** The Language Lab will be funded with SWF. There are space issues, and the entire campus is not 100% back to capacity. In addition, many modular buildings will be taken as the college will be using due to the remodeling of the health building at CCC.
- iii. With SWF, there will be no extra funding due to ATC, Intersect lab, Fire Academy and the new health profession programs. Some bond funding will be used for this.
- d) **Design Competitions in Program"** These are supplemental services time required for faculty. If anyone is not 100% sure an item will be needed for next year Harriet will take this off the list. This will allow to cover all other areas.
- e) **Annual NOMA conference:** This was listed twice as this is a duplication. The membership and the *Green Building Council* is still required.
- f) **Funding for programs by CTE Top Code:** Harriet is looking into other grants in addition to SWF to meet the needs of programs. There is \$155K allocated for program specific request.
- g) **Professional Development:** An additional \$185K that will be in across CTE. A total of \$840K will be funded using either SWF or another funding source.
- h) **Administration Costs** This includes \$52,164.00 administration such as for Katherine Hernandez, full-time classified member who supports the Advisory Boards. Regarding the Top Codes, all documentation needs to be kept with Perkins, professional development, out of state travel request forms and accounting. There are a few holding accounts for an additional \$28K for full-time faculty, non-instructional sub services and \$17,000 for adjuncts, \$15K fringe benefits and \$50K for sub services. Harriet has also budgeted for a college assistant to support both Katherine and Nancy due to the additional apprenticeships.
- i) **Contract Services:** A total of \$20K was allocated for contact. This includes Robin Spurs who helps with website, and this come out of SWF, Full Capacity and Mark Perna with Career Trees that comes out of Perkins.
- j) **Dual Enrollment Programs:** There are many programs doing dual enrollment with the Hart District.
- k) **Advertising:** \$5K as some programs have specific needs. For every flyer asked from PIO Harriet must pay Graphics to print.
- l) **Professional Membership:** Such as the ACTE and general CTE membership. With ACTE this gives insight which provides professional briefing to Harriet which helps to determine what to advocate for. \$25K needed for professional development.
- m) **Total Funding Needed:**

\$62,000	Needed for Administration
\$217,000	Across CTE
\$155,000	Program specific request
\$27,835.00	(5%) is taken out for grant management that goes to the institution.

\$160,300	Across CTE
\$566,914.00	Grand Total needed is \$566,914.00, however the award is for \$556,000 which means Harriet is \$11,000 over budget.

- n) **How to make Programs More Sustainable:** An idea is to have some faculty attend some conference and others attend others. The State of CA may revise comes out on May 16th. There is a concern with a recession. Need to look at how to make your program sustainable. MLT is going strong and now there is a CLS certificate, which now requires 90 credits, and this is not a BA. A student could do a pre-apprenticeship. Student can do a CLS at COC and do 30 units at National University and these students are already employed. Clinical Lab Scientist, there is a shortage in the industry. This is 6 figures salary job, and many students can do pre-med and can go into Pathology.
- o) **AI and Chat GPT:** Many programs will look at the AI field and try to figure out the equipment needs. There is also a possibility of apprenticeships. How is AI going to function in the workplace? Need to look at how AI can fit in the program? There is much simulation in the nursing lab and there is an appropriation lab for Nursing and EMT. There are a few machines in automotive as generative AI, this also exist in welding with virtual welders. There will be a technology disruption. This is a not a disruption for people, but people will work different. Special thanks to Harriet for all her work.
- p) **CCCAOE Conference:** There will be more opportunities for student participations at the CCCAOE and with funds for students to work in conferences like that.
- q) **CA Governor Master Plan:** SWF reauthorization will not happen until June 30th. The CA governor stated will not they will not touch Prop 98 or education. The Governor has the great unveiling on CE in October. The master plan will be coming out in May and June and comments due back in October.

4) Open Forum (15 minutes): none

Announcements: Open Forum for Discussion

Future Agenda Items:

2024/2025 Proposed CE Committee Meetings

Fall 2024:

- Monday August 26, 2024, 1:00PM – 2:30PM
- Monday September 16, 2024, 1:00PM – 2:30PM
- Monday October 14, 2024, 1:00PM – 2:30PM
- Tuesday November 19, 2024, 1:00PM – 2:30PM

Spring 2025:

- Tuesday February 18, 2025, 1:00PM – 2:30PM
- Monday March 17, 2025, 1:00PM – 2:30PM
- Tuesday April 15, 2025 ,1:00PM – 2:30PM
- Monday May 19, 2025, 1:00PM – 2:30PM

5) **Adjournment:** 1:55 pm.