

Academic Senate

Career Education Committee Meeting

February 18, 2025, 1:00 p.m. to 2:30 p.m. (Zoom Virtual Meeting)

Attendees: Gary Quire, Harriet Happel, Jennifer Paris, Nicole Faudree, Hency Chu, XanTh Stack, Jon Amador, Jaya George and Marilyn Jimenez

Start Time: 1:06 pm

1) Approve Previous Minutes

a) November 19, 2024

- i) The meeting minutes will be approved at the next meeting due to a lower attendance of committee members at this meeting.**

2) CCCAOE Spring 2025 Conference event dates – April 8 – 11, 2025 – Gary

- a) If anyone is interested in attending the conference, please let Gary and Harriet know. The conference is scheduled during the week of spring break.**

3) Travel and Purchasing Policies – Harriet

- a) SWF Funding:** There was a 22% cut to SWF. All professional development got moved into Perkins. The funding started with \$100K, with some specific funding for academic programs due to accreditation. The \$100K has now been spent across CTE. The district is looking at program awards. There is also another \$25K from the Nursing program. However, this amount will not be sufficient for the semester. This is a first come first serve basis. If there are any requests to take more students, this will be denied due to the lack of funding.
- b) Hotel Reservations:** When making hotel reservations there is a pre-authorization form when using a credit card. Many hotels at times will mistakenly charge other people's hotel charges to Harriet's credit card. Due to Perkins being part of a federal fund this is reviewed closely. The district needs to follow policies closely. There is now an increase of \$39 per-diem for meals and no alcohol can be charged. The only items faculty can be reimbursed for is what is set by the IRS. Any charges that go over will be out of pocket expenses for faculty.
- c) Other Purchasing Policies:** Many policies are established by the Edgar textbook. When there are purchases, there must be 3 quotes requested from 3 different vendors then a vendor is chosen. Many times, the lowest quote is not selected. A requisition is needed to encumber the funds. The purchase order is forwarded to the Purchasing Department, and they determine if a V-PAK is needed and if an item is ADA compliant. It is important for everyone to follow the rules otherwise Harriet will be notified. If "swag" is purchased also needs to be reviewed. Any type of COC logo placement on items purchased must be approved by PIO.
- d) Software Purchases:** There is some software that is not approved, however many times if this is critical for instruction Harriet will support faculty and explained that the faculty member will be responsible.

4) Program Review related to Budgets for Perkins and SWP the effects on Professional Development – Harriet

- a) Level 2 Program Review:** Level 2 will be completed this week. This year the review will be done with Dr. Thea Alvarado. Any larger request need to be discussed Harriet.
- b) Perkins Funding:** This funding will remain even due to enrollment remaining even.
- c) In terms of SWF, it is not clear how much funding will be available. Some Nursing program funds will be re-directed for the next 5 years.**

- d) **Course Taking Aligning with Careers:** The CA governor is requesting to figure out how courses students take aligns with a career. The CA Governor needs \$100M to start the process. It is not clear where this funding will come from. Princess Cruises will be leaving Santa Clarita Valley. There may be additional cuts.
 - e) **Upcoming New Academic Programs:** There are 4 new health profession programs. There are no sufficient funds for the ATC building. Congressman Garcia's consulting firm will be hired to look at funding. The new Fire Department Training Academy will be opened in the future.
 - f) **Academic Programs Needing Extra Funding:** The Construction Technology program has done well with operating out of containers in CCC. However, this is not sustainable long term. There is much demand for these classes. Land Surveying did receive some funding. CCCO Chancellor Sonia Christenson would like CCC's to do more apprenticeships. The intersect lab GMD internships need to be expanded. There are now 37 CE programs. Harriet may only have \$1.5M, and this is not sufficient. There are questions on how categorical funding is being spent. In the last 7 years the process is now fully integrated in program review. More funding is being spent on Professional Development and there are now more ways to be more transparent and engaging.
 - g) **Supplemental Services Funding Ended:** Many faculty are not aware that supplemental services funding has ended. Many times, there are questions on how funding is being spent however a more detailed report may be needed outlining how much it costs to run certain programs. There is always funding that is set aside for special needs. Supplemental services may need to be for contractual reasons. The number one priority for Supplemental Services is for workplace learning. Need to look at other grants such as Jobs For the future for the Intersect Lab. If this is awarded this will be a 3-year grant. There are other categorical funding opportunities. There are also federal appropriations, and the district will go for additional appropriations for 2026. The district received the Pathway to Law School grant. If there are any other areas Harriet needs to know about, please let her know. On Friday level 3 of the program review will go out. If anyone needs level 2 faculty can contact their deans or school administrative assistants to have this information printed.
- 5) Any topics we would like to address in the Spring 2025 Semester? – Everyone
- a) There was a request for a discussion regarding intellectual property that is created by students using grants. There is a board policy regarding students who created individual projects, however regarding access to facilities faculty want to make sure they are following procedures. Many students in labs are required to produce content, products and objects that they take with them. Is this property of the student or the district. There is no AP that limits what students' rights are as they are already established by law. The Intellectual Property, Copyright and Fair Rights policies were redone and were discussed in the Academic Senate meeting on February 13th. The Policy Committee also consulted with a lawyer. The policies will return on the next agenda as an "action" item.

Parking Lot for Further Discussion

- CTE Curriculum Committee

Future Agenda Items:

2024/2025 CE Committee Meetings

Fall 2024:

- Monday August 26, 2024, 1:00PM – 2:30PM
- Monday September 16, 2024, 1:00PM – 2:30PM – Program Review Year 1
- 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

Adjournment: 2:00 pm