

Academic Senate

Career Education Committee Meeting

March 15, 2021 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees: Daylene Meuschke, Donald Carlson, Gary Quire, Harriet Happel, Jennifer Paris, Justin Wallace, Keri Aaver, Marilyn Jimenez, Larry Alvarez, Nicole Faudree, Regina Blasberg, SB Tucker & Tim Baber

Start Time: 1:05 pm

1) Approve Previous Minutes

a) March 01, 2021

- Corrections will be made these minutes. Motion to approve the by Nicole Faudree, seconded by SB Tucker. Votes collected via the zoom participant's window. Unanimous. Approved.

2) Open Forum (15 minutes)

3) CE Faculty Chair Responsibilities with COC Contracts with Purchase Order Procedures (Tim Baber)

- a) Purchasing/Contracts Processing Concern: The process for purchase requisitions and contracts can be very stressful as there many steps. There is request to have the Purchasing/Contracts department to be more flexible. There is a need to find a solution so there is a smoother transition. There are other departments that are more helpful. The process is also very confusing. Faculty feel that Purchasing/Contracts needs to service the academic programs. Is this a culture of service or of enforcement?
- b) OnBase Concerns: This program is not user friendly. Many people are experiencing challenges and there are concerns that many service agreements for any new equipment take too long to process. In particular when there are over 30 items, the process can take up to 3 weeks in OnBase. The OnBase system seems like a barrier which takes away the communication. If a quotation isn't uploaded to OnBase the requisition gets kicked back.
- c) New Purchasing Checklist: There is a new checklist that has come out which includes a marker to check off items. Many people feel frustrated as many feel they are not getting support but more so given a list of things to take care off before they can receive support. The process has become very lengthy and it could be problematic as this can affect students and instruction.
- d) Processing Contracts: There is now Workers Comp coverage for guest speakers. However, legally this is not required as they are not employees of the college. Guest Speakers forms need to be set up 6 months in advance to process the paperwork. If guest speakers are presenting via zoom, they are not on campus. Others feel that Workers Comp protects the college in the event a guest speaker where to state something that would be of concern to the college. In regards to Community Based Learning, contracts are required for the nonprofit partners as they take on an insurance writer. This in the event that a student commits a criminal act the community partners insurance would cover the

litigation for the College. There was another case of a certification that was purchased for students and Purchasing/Contracts was asking for an insurance policy for the software.

- e) LACOE: LACOE is also putting restrictions. Purchasing needs to report to LACOE and this is why there many restrictions This is to avoid and prevent audit findings.
- f) Is there a need to train the LAB Techs? It is not clear if processing purchase orders and contracts is in their job descriptions? If Lab Techs will be responsible for purchase orders/contracts then they should be permanent Lab Techs. As they will require further training.
- g) Department Chair Contracts: The contract does specifically state that department chairs have to process contracts but more so that clerical tasks are to be performed by someone else.

- **COCFA Contract, page 47:** *“These are clerical tasks/duties that should be performed by clerical staff and not by Department Chairs. These clerical tasks include but are not limited to: (Sub-section, f.) “Purchasing and PO tracking.”*

- h) Next Steps: Guided Pathways is focused on faculty removing barriers and assisting students to be more successful. However, many feel the opposite is now happening. Harriet has taken note of these concerns and will put them in a memo for the Deans Council. These concerns will also be brought forward to Dr. Omar Torres as he is aware of these barriers. There was a suggestion to invite some people from the Purchasing Dept to the next CE meeting. This could open up a discussion as to how faculty could make things easier for Purchasing/Contracts dept and how this department can support faculty. Perhaps a meeting could be scheduled at the end of April and if there are still concerns this issue can be discussed again in fall 2020. It should not take 6 months to process guest speaker contracts when industry is needed in the classroom and this is a priority for Perkins, Strong Workforce and the Vice Chancellors has stated this in the Chancellor Office.

4) CE Members Agenda Topic Recommendations (Gary Quire)

- a) Gary reminded the committee that if anyone ever has any request for agenda items to please communicate those to both Gary and Harriet. Those requests could be placed on an upcoming agenda.

5) Reminder the CE Survey that went out two weeks ago (Gary Quire)

- a) A reminder was given that the surveys have gone out and to please have everyone complete the survey. The survey collects the committee members voice and what area could potentially be improved. The survey will close when the Chair notifies the office of Institutional Research and Development. A survey reminder will be sent out soon.

6) Interest in Project Based Learning Projects, Internships and Apprenticeships (Gary & Harriet)

- a) Student participating in this program: There is a business/construction management student who will be a great candidate for this project as he is currently not working and would like to get involved. This student has experience working in construction. There is still a need for one more student. Students will need to quality and there will be background checks required. Student also do need to have prior experience.
- b) DOD Project: The Statewide Director for **Business/Entrepreneurship** developed

Department of Defense (COD) Candidacy project. Currently this project is only for the Business and Manufacturing industry as this was developed by the Statewide Sector for Business and Entrepreneurship individual. When looking at company such as Northrup Grumman they have various departments such as Payroll, Purchasing, HR and Marketing. These are the infrastructure of a Business. This is a great for students to do Career Exploration not just for Trade and Advance Manufacturing students but also for those in Business. This is a great way to explore cross disciplines.

- c) CUPID Program: The Business Department is moving forward with the CUPID program which works with Citi Group. This employer will meet with Gary to see how this program can be embedded into the *Intro to Business* course and to determine if any faculty are interested. There are certain number of courses that students need to take to obtain their badges. There are total of 3 modules. Students need to take test and if they pass students will have an opportunity to do an internship with Citigroup. There is another possible internship with NASDAQ. This employer would prefer accounting students but this is not required. This employer will meet with Gary in April. This program may be implemented in Fall 2020.
- d) Internship Students: There are currently 80 students in internships during the COVID-19 pandemic. There are now intersect Labs for Creative Arts such as Graphic Design and Animation. There have been three EMT students who developed their company and doing their own COVID-19 compliance. The idea is to go beyond the traditional entrepreneurship. If anyone is interested in learning more about the Entrepreneurship class to please reach out to Gary. This spring 2021 an OER book is being putting together.
- e) Entrepreneurship Certificate: Gary has been working with Garrett Rieck in Non-Credit to develop a 2-course non-credit certificate program that will focus on the community. There is also an Entrepreneurship Center that is being developed. This center may be launched in spring 2022. This center will be open to all students who are interested in starting their own business.
- f) Purpose: The purpose of this project is to change the way that internships and faculty externships are being done. Typically, faculty externships are hard to do as faculty need to take time off from their regular job and go into industry. The industry partners then pay the faculty member as they are technically working. However, this may be a conflict of interest with the college as faculty cannot be paid both by the industry partners and by the district. The way around this issue is to have a faculty member serve as the faculty coach for students doing an internship. The faculty member would then do several site visits to the physical location of the employer so this in turn become an externship. The grant then allows supplemental pay to the faculty member. This will be through a recognized employer through the DOD. However, it is not clear who this will be. Justin Wallace may be required to identify a list of employers for this program.
- g) Solano College: Currently Solano College is the host for the Statewide Director for Business and Entrepreneurship. Solano has a curated list of potential DOD companies. Over the coming months Justin will reach out to these individuals to discuss program opportunities to find a good match. There is a kickoff meeting scheduled for March 26th.

Announcements: Open Forum for Discussion

- Career Center Update: An Undocumented Student Entrepreneurship event will be hosted soon in partnership with the Career Center and the SBDC. This is a 3-part series.
- Career Center Student Survey Results A survey was conducted with students to find out what are the current employment needs. The results stated that 22% of students are looking any job, 38% are looking for employment experience in their field of study. There is much value in students obtaining network experience in their fields of study. 30% of student are waiting until they complete their studies before they begin looking for work. 27% of students are already working in their field of study. Most students also want to learn how to connect with employers and obtaining help with their resumes.

Future Agenda Items:

Adjournment: 1:58pm