



**Business, Design & Workforce Committee Meeting**

**Wednesday, 3:00pm-4:00pm | November 8, 2023**

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

Committee	Guests
<p><b>Dean of Business, Design &amp; Workforce:</b>  <b>Hyla Lacefield</b>  <b>Interim Director of Workforce:</b>  <b>Carole Meagher</b>  <b>Committee Liaison:</b>            Candice Nance</p>	<p><b>Ludmilla Prisecar</b>  <i>[Vice President, Administrative Services]</i></p>

Estimated needs including:

Laptops & Tablets for Interior Design ( est. Pending)

LinkedIn Program (100k last time)

Lacked communication + marketing previously.

Gear toward business students as a workshop so profiles will be set up thoroughly.

Connect with student photographers for headshots.

Brochures + Postcards ( \$500 / 500 count )

May become cheaper based on bulk orders.

Using district vendor [Bay Central Printing.](#)

Grammarly for Business / Career exploration for CTE

~\$150 per year per student

Student Assistants

Hiring Process

Class required to be a tutor

2.5k per semester on average budgeted for each student assistant.

Supervision by Faculty + Support from PSC.

Fashion is always in need of supplies.

Are they instructional materials?

Where do we pull from based on needs?

We will need PAD (pattern drafting software)

How do we navigate ITS for clearance on this?

Carole will make an introduction.

Conference expense reimbursements

All forms go to the Business Office to be distributed

What is our process on deciding who goes to what conference?

Director of Workforce and at least one other employee should go to CCCAOE

This conference trains people as a group how to work with NOVA

Reviewed year 7 with Mary Chries, Ludmilla Prisecar, Hyla Lacefield and Carole Meagher.

Discussed need for meeting next week.