



## **Business, Design & Workforce Tri-Chair Meeting**

**Wednesday, 12:00pm-1:30pm | July 12, 2023**

**Virtual Zoom:** <https://smccd.zoom.us/j/82569455874?from=addon>

**Tri-Chair:** Hyla Lacefield – Director of BDW ( N/A ) - Candice Nance

**Guests:** *Chialin Hsieh [Vice President of Instruction]*

*Mary Chries Concha Thia [College Business Officer]*

Reviewed Strong Workforce requests can be found here:

[https://docs.google.com/spreadsheets/d/19nSKMuD6CMp2ls255\\_0aZKeK7BF-8JZ37KygO-SzyUc/edit?usp=sharing](https://docs.google.com/spreadsheets/d/19nSKMuD6CMp2ls255_0aZKeK7BF-8JZ37KygO-SzyUc/edit?usp=sharing)

Julian Branch has resigned, effective end of June, 2023.

Director of Workforce position is pending posting.

Process for Strong Workforce Requests and Approvals should be solidified to present to interim Director of Workforce.

Reporting and expenditure timelines for grants we are working with must move forward.

We are currently estimating budgets.

David Gainey continues to direct apprenticeship, working directly with the state.

Julian Branch's name is being removed from any NOVA reporting regarding this and other budgets.

### **BACCC, our regional representatives:**

**Year 6** is 2021-2022, which will expire at the end of December 2023.

**Year 7** has to be expended by the end of fiscal year 2023-2024. It will be due in June but may be through December, as well.

The district will let us know if there is a reduction in funding.

The Chancellor's office continues to be very supportive of workforce training.

Previously, we have been adjusted upward.

Local funding is less restrictive. Regional funding is more so.

- The total of \$170k has a few ongoing salaries and projects already committed to it.

- We will continue to use the Tri-Chair to approve or deny requests that are not over \$50k – requests over this amount will be forwarded to the appropriate entities for review.
- We are continuing to improve our transparency and communication about these processes.

We currently have no process for proposing a new program and measuring outcomes and observable metrics to guide us in pursuing or abandoning a program.

- What is our enrollment benchmark? How long to we evaluate for? What happens if we don't meet our goals? How do we enter a PID process?

### **Reviewing Strong Workforce Requests:**

- Hyla discussed issues with current Strong Workforce request form and User Interface issues + excessive complications in submitting requests.
- Hyla reviewed the Strong Workforce Request Form with Candice.
- Hyla reviewed former Strong Workforce requests with Candice.  
This included:
  - Requests that were approved or denied and why.
  - Gift of public funds, instructional supplies and supplanting were emphasized.
  - Rebuilding the form to redirect or advise on other funding sources.

Several Strong Workforce Requests were denied with the stipulation that the request should be reworked, rephrased and have additional details added so they may be reevaluated.

## **Requests:**

**5/4/2023**

**Ramki Kalyanarama**

**Approved: 3 for 3**

Request is very low for purposes of creating marketing and posting for the Photonics Program. Collaboration with Marketing and Menlo studio to create and approve materials will be essential. We will follow up with Ramki to advise. Hyla recommends a ~\$5000 budget for this project.

**5/18/2023**

**Peggy Perruccio**

**Approved: 3 for 3**

There is already funding within the Fashion Program that is allocated. However, a repair for a very old printer is almost as expensive as buying a new printer altogether.

A new Printer was requested through Strong Workforce.  
This request was made in the interest of providing transparency in purchases made.  
Approximate ~\$4000.

**6/27/2023**

**Mary Hale re: Fashion Program**

**Approved: 3 for 3 with stipulation**

Hyla met with ITS, who does not approve of PAD software, as it is owned and run by an overseas group who are often very difficult to communicate with timing-wise and when issues arise.

We should look into any other pattern drafting software up to \$20k max.

If a pattern drafting software is found that is beyond \$20k, the request should be revised and resubmitted.

⚠️ **Candice:** Proposed tentative approval under Strong Workforce for one year only - expectation is that Perkins can cover it for next year.

**7/12/2023**

**Jamie Hui**

**Pending...**

Specific funds need to be expended in a set amount of time. This is one of several times this request has been reviewed. The college has updated most of Building 22, but the kitchen remains a kitchen rather than a promised Workroom that was part of the original design, which was booted due to expense.

This request will need to be forwarded for review again in the fall and does not require immediate approval.

⚠️ Space planning and facilities should not be individualized and voted on but should be a larger college decision.