

Business, Design, and Workforce Division Meeting

Monday, August 17, 2020

Meeting Minutes

1:00 – 3:00 p.m.

Cañada College

Virtual Meeting

Present: Leonor Cabrera, Jonna Pounds, Jonathan Wax, Brian Bennett, Ritu Malhorta, Mercedes White, Elsa Torres, Annie Nicholls, Althea Kippes, Paul Naas, Leonor Cabrera, Jamie Hui, Hyla Lacefield, Ronda Chaney, Sarita Santos, Barbara Velline, Candice Nance, Jamillah Moore, Janice Weeks, Peggy Perruccio, David Gainey, Jan Lawrence, James Khazar, Betsy Mueller, Richard Schulke, Maria Huning, Derek Albert Vargas, Michael Smith, Paul Roscelli, Karen Wiggins-Dowler, Maria Noel, Gampi Shankar, Patty Hall, Angelene Musawwir, Diva Ward, Monica Malamud, Bernadette Newland

Next meeting: ?

1. Welcome from President Dr. Jamillah Moore

- a. Dealing with power outages, please let your dean know when there are issues
- b. Please refer to email earlier today regarding open office hours for various VPs. All top administrators will have open office hours.

2. General Announcements – Hyla Lacefield

- a. Student services will be coming through the meeting to discuss how they are adapting services to online
- b. Tomorrow's Flex Day, agenda is in President's email

3. Campus Access Request Form – Hyla Lacefield

- a. Check your email for access form, for faculty only.
- b. Suggests over-estimating your time on campus rather than cutting it short.
- c. Needs to be submitted per each individual visit.
- d. 48-hour notice for campus access, please refer to the form above in notes.
- e. 24-hours before access to campus, there will be an additional form for you fill out before each and every campus visit.
- f. Form is mandatory.
- g. Questions: campus parking permits and student ID cards

4. Learning Center – Diva Ward

- a. Letting students know about their services via newsletter
- b. Tutoring is online, please inform your students
- c. Learning Center Orientations – faculty will be able to make appointments to have someone from the Learning Center come to your class, event remotely, to go over services
- d. WebSMART, Canvas, Google Suites tutorials available for your students, please reach out to schedule them for your classes if needed.
- e. English conversation circles are still happening, please contact Diva for specifics
- f. Peer Mentoring is still happening remotely in various subjects
- g. For any questions or assistance, please reach out to **Diva Ward** or any member of the Learning Center
- h. Question regarding interfacing the Learning Center resources into Canvas: How can we track this?
 - i. Diva will work with her team to get something together with the clear links and tracking student participation.

5. SparkPoint Services Online - Adolfo Leiva, Director of SparkPoint

- a. Cañada Cash incentives for positive financial behaviors
- b. Vet Vouchers for Veterans – Book and school supply voucher for Veterans
- c. CalFresh Benefit Enrollment – Money for eligible students and their families for food (including mixed status families)
- d. Dream Center services – Information for Dreamers and allies regarding immigration, free legal assistance and virtual support systems
- e. Drive-thru Community Market – Healthy and nutritious food for students and their families
- f. For more information, please contact Adolfo or visit the SparkPoint website: <https://canadacollege.edu/sparkpoint/>

6. Faculty Door Cards – Hyla Lacefield

- a. At the start of the semester, all instructors are responsible for posting door cards with office hours and teaching or other assignments. Visit <https://doorcard.smccd.edu/> to complete doorcards online.

7. Career Education Student Peer Mentors – Hyla Lacefield

- a. Please connect potential students with Hyla or Diva Ward.
 - i. Tech-savvy and bilingual students are most desired for these efforts

- b. Coordination with Learning Center Staff on drop-in services during remote learning.

8. Distance Learning - Group Sessions – Hyla Lacefield

- a. In effort to create community for students, please consider group drop-in zoom sessions.

9. Add Codes – Hyla Lacefield

- a. Students may be reaching out to you for these after classes start. Please be on the lookout for these if you have spaces in your classes.

10. AFT MOU – Monica Malamud

- a. Please take care to read the MOU with the District.
- b. High-Demand Projects are not expected to do more than two of these for the fall semester
- c. You have the option to get leave still, please contact HR to negotiate.
- d. Still in negotiations for our general contract
- e. Retreat is this Friday, please reach out to AFT reps for the link and more information.
- f. Enrollment may still be in flux, if you are concerned about class cancelations, please free to reach out to our AFT reps. They are here to support you.
- g. You can also access AFT via online: Aft1493.org

11. Division Updates – Hyla Lacefield

- a. Overview of website and resources: <https://work.smccd.edu/>
- b. Ergonomic support is available, please coordinate an assessment via the website if needed.
- c. Departures Spring 2020: Melinda Day (Education & Human Development)
- d. Passed Away, Summer 2020: Dora Collado (Human Services)
- e. Candice Nance will be taking family leave this semester, Curriculum is looking for a new chair

12. Building 22/13 Updates and Additional Division Updates– Hyla Lacefield

- a. Building 22 will be going offline completely
- b. Building 13 will go offline at the end of this semester.
- c. Label boxes clearly, anything you need within the next year or so, please do not put it in storage.
- d. If you need boxes, email Dean Lacefield at [lacefieldh@smccd.edu](mailto:lancefieldh@smccd.edu)

- i. Advise from Ppl moving out of Building 22- Ask for double the amount of boxes you need. Moving out of 22 was more difficult than expected.
 - ii. The boxes supplied by the District were very small, ask for more than you need and ask for oversized boxes.
- e. Question: Regarding Interior Design materials – will be resolved offline
- f. Question: Can certain disciplines have designated storage spaces to access throughout the next year?
- g. Question: How is ventilation being dealt with in shared work spaces?
- h. Medical Assisting are having two lab courses in-person.
- i. 48-hour notice for campus access, please refer to the form above in notes.
- j. 24-hours before access to campus, there will be an additional form for you fill out before each and every campus visit.
- k. Form is mandatory

13. Participatory Governance Committees Discussion – Group

Discussion

- a. DE Addendums need to completed and approved by September 9, 2020, suggested date is Thursday, August 20, 2020.
- b. Spring schedule will be delayed so things can be listed as online.
- c. Office of Instruction is working on resolving scheduling issues going forward. Dean Lacefield will be loop back around with the Division on dates.
- d. Flex Day Workshop on DE Addendums: (including DE addendum support from 2:15 to 3:30pm tomorrow, August 18, 2020):
<https://docs.google.com/spreadsheets/u/1/d/1y5raac8dtyF3aOR7iAPB8XKBh8I42v4Yy828qwp9WNs/edit?usp=sharing>

14. Tenured Committees – Group Discussion

- a. Committees are delayed
- b. Tenue evaluations are still happening:
 - i. Ritu – year 3
 - ii. Gampi and Althea – year 2
 - iii. Barbara – year 1

15. Participatory Governance Committees Discussion – Group

Discussion

- a. Academic Committee for Equity and Success: Maria Noel (CBOT)
- b. Academic Senate: Annie Nicholls (COOP)

- c. Curriculum Committee, BDW reps (and chair): Leonor Cabrera (ACTG), Bernadette Newland (MEDA)
 - i. New Chair has 9 units (.6 FTE) worth of release time, please reach out to Dean Lacefield if interested
- d. Distance Education Advisory Committee: Sarita Santos (EHD)
- e. Instructional Planning Council: Jamie Hui (Guest – EHD)
- f. Planning and Budget Council: Peggy Perruccio (FASH)
- g. Guided Pathways: Gampi Shankar (BUS)
- h. Honors Committee: Gampi Shankar (BUS)
- i. Classified Senate: Jonathan Wax (BDW Division)