

**Mt. San Antonio College
Strong Workforce Advisory Committee (SWAC)**

**Agenda
February 5, 2020**

3:00 – 4:30 pm

Conference Room: Bldg. 4, Room 2440

XX	Lisa Amos, Co-Chair		Jennifer Galbraith		Chaz Perea		Dejah Swingle (Non-voting)
	Sam Agdasi		Jonathan Hymer	XX	Chisato Uyeki	XX	Jacinta Jocson (Guest)
	Mary Beth Barrios	XX	Matthew Judd	XX	Kristina Allende	XX	Susan Chavez (Business Faculty)
	Jared Burton	XX	Joumana McGowan, Co-Chair	XX	Lina Soto	XX	Jesus Garcia Torres (Student Rep)
	Steven Burgoon		Mark Lowentrout	XX	Julie Hasslock (Guest)	XX	VACANT (Student Rep)
	L.E. Foisia	XX	Tami Pearson	XX	Michelle Sampat (Guest)		
Student Representative: Jesus Garcia Torres & VACANT				Recorder: Julie Hasslock			

Topic			Outcome				
I.	Approval of November 6, 2019 Minutes:		Called to order at 3PM Tami motioned to approve minutes. Lisa seconded. No changes or edits. Minutes approved.				
II.	Agenda Review		No changes or additions				
III.	Application Timeline 2020-2021		<p>Everything got through senate with no problems. Dejah proposed that the RFA be released on Monday, February 10th.</p> <p>Tami asked if programs who submitted for performance funds for 19/20 should apply for the new funding.</p> <p>If we don't get performance funding for 19/20 those projects should be funded first from the 20/21 funding.</p> <p>Lina said that faculty should be made aware that we haven't received funding yet so they can make an informed decision.</p> <p>Joumana suggested we fund 19/20 projects first and then 20/21 OR have them all resubmit new proposals.</p> <p>Dejah said there is about \$180K in this year that is in holding. Two faculty have been moved to general fund which frees up a little more. Chisa asked if there were any projects that could be funded with the holding funds.</p> <p>Third option what base allocation money do we have and do we want to use that to fund some of the proposals? #1 Mechanical Engineering, #3 Health Careers. There is funding to fund both projects.</p> <p>Joumana called for the committee to make a recommendation.</p> <p>Dejah will check in with the projects to see where they are and if they are still in need of the funding. Chisa also recommended that Dejah let the projects know the new time line for when we get funded.</p> <p>Kristina also recommended to let the "new" projects know that if the 19/20 funding doesn't come, then the projects</p>				

			approved for 19/20 will be funded first.	
IV.		Budget Status Update	Refer to handout that Dejah distributed. Joumana said that Scoggins will move two faculty off July 1, 2020 and classified will eventually be moved off. Joumana recommended that Dejah go back to meet with project #1 and #3 to see if they can spend and meet objectives in the time line. COLA in the governor's budget is 3.6%.	
V.		Regional Strong Workforce Update (Jennifer)	Will report at next meeting.	
VI.		End of Cycle Evaluation: <ul style="list-style-type: none"> - Original Projects - Project Evaluation Process - New Paradigm Fit - Project Process Update (Resolving Issues) - Creation of Spend Down Process 	Dejah: First projects that were funded in 16/17 were funded for 3 cycles. No new applications until 18/19. Time for faculty to write up evaluation on what they accomplished and how they spent the money. Dejah compared to Perkins and that SWP needs to have some type of mid-year check in for projects on if they will spend their money or not. She also suggested that we need to have some type of spend down process. Chisa wants to know precisely what NOVA requires for final reporting. Tami suggested that projects be allowed to showcase what they did and the fantastic accomplishments they made because of SWP funds. Form based on budgets, objectives/goals, barriers and how they overcame them, curriculum. Dejah, Joumana and Lisa will create a form and share at the next meeting.	
VII.		Next Steps	Last hand out from Dejah. What to do when projects are not making progress. Matt said that each situation needs to be taken into consideration separately before a decision is made about what to do. At some point, the problem needs to come back to the committee for a decision about what to do and how to proceed. Chisa suggested that maybe there is a timeline that needs to be set up to benchmark the project. Dejah and the deans will work with the project/faculty to resolve issues and then if no resolution then the committee should have a conversation about resolution. Project changes: Dejah proposed that if the work plan completely changed then the project would have to submit a work plan revision and Dejah would have to make a revision in NOVA. All work would stop and Dejah would work with lead faculty to make the revision and let the dean know. Then the revised work plan and budget would come back to the committee for discussion. Kristina said that we need to look at the bigger picture and maybe what they originally proposed doesn't make sense. Jared asked if the committee can be informed ahead of time about decisions/discussions relating to project revisions. Kristina suggested that maybe the faculty should be doing mid-term reports on their progress. Next meeting: continue discussion on spend down process. Meeting adjourned at 4:35PM.	
2019-20 Meetings		Fall 2019	Winter 2019	Spring 2020
3:00-4:30		November 6	February 5	March 4
1 st Wednesday of the month		September 4- October 2	December 4	April 1
				April 29 (Tentative) May 6 June 3