

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

NOTES

November 6, 2019

3:00 – 4:30 pm

Conference Room: Bldg 4, Room 2440

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

Student Representative: Jesus Garcia Torres & VACANT **Recorder:** Kymberly Macala

Topic		Outcome
I.	Approval of October 2, 2019 Minutes:	Approved with no changes
II.	Agenda Review	Approved with no changes
III.	Request for Application (RFA) – Amendments or /Suggestions? Discuss Timeline	<p>2020-21 Proposals will start January 2021 instead of July. Previous years have never started in July because budget numbers are not available at that time.</p> <p>No budget from Chancellor’s office yet. We have base funding that is being used to fund personnel. We also have base funding for 2019-20.</p> <p>Strong Workforce Program RFA Page 3 changes: Historically LMI data has been limited to LA area. Our fire graduates are being employed outside of the LA area. Because of this they could not qualify for SWF last year. A good way to address this is to give more points if they qualify in LA area only, then LA/OC, then outside those areas. We will compare our proposals to the OC labor market. Updated wording has been added to explain this. All changes approved.</p> <p>Previously have only used Center of Excellence Source Supply and Demand Data, this time will also incorporate whether programs are basing information on industry report or whitepaper in addition to COE data. Industry Certifications – Application asks if program aligns to a certification. SWP Ranking Rubric item #4 addresses this as well as Page 3 2020-21 Funding Application.</p>

			<p>Definition of Industry Certification was added on page 3 and 4 of the RFA. Certification definition was approved and moved forward.</p> <p>Page 5 RFA Project Development Guidelines – New wording regarding Reassigned Time was added. The ratio for LHE to weekly work hours is 3LHE= 8 Hours per week regular semester. Changes approved. Strong Workforce Program RFA Page 6 changes: Performance Period and Reporting Requirements - Dejah will be asking faculty for a final report at the end of the funding period. A form will be created. Change approved. Page 7 Application Format and Instructions cannot alter forms. Change approved.</p> <p>Ranking Rubrics not a role of the committee to decide how a faculty member uses time as reassigned time or rank them on this. Committee should only determine items pertaining to regulations, then we take those things into consideration only. Applications should only be considered by the overall proposal of the program. Budget items will be determined by asking specific questions of the authors. Page 2 section 9 section is being removed completely. Changes approved. Committee should rank on value of proposal not LHE or hours. Committee will be asking for justification and that faculty attend scoring review meeting in the event that the committee has more questions. Committee approved this change.</p> <p>Application page 1 adding note that Dean has reviewed the application, budget, and supports the application. Page 3 added Qualifying areas and Labor Market Justification for our information only. Added note to please refer to RFA for definition of industry cert. Page 4 Previously Funded Project Dates were updated and will change every year. Page 6 Performance Requirements: Final report request has been approved. Page 3 of RFA Change was approved. Added LA OC and changed scale from +5 to +2 points. Changes approved. Page 5 & 6 Faculty Reassigned Time updated direction on how to write the narrative for reassign time. Explaining time necessary to complete the project, <u>and/or</u> specific number of hours if LHE is requested. Indicate contract load restrictions will be applied. Committee approved these two options. Dejah to update verbiage under All Projects - Faculty Reassigned Time area on page 6. All approved changes except one voting member. Budget Pages – no changes from last year except that it is a 24 month budget rather than a 30 month budget. Dejah will help faculty with budgets. Timeline Reviewed 2020-21 submission dates. Additional meeting added for SWAC App & Scoring Review – 4/29/20. Inviting all faculty to the 4/29 meeting incase committee has additional questions for faculty. Chisa checked senate meeting dates and confirmed that they are correct.</p>
IV.		Next Steps	<ol style="list-style-type: none"> 1. Share the process with budget committee 2. Take this timeline to senate exec. <p>Dejah will make changes and forward to Chisa. Kymberly to reach out to Joan, Doug Jensen, and Yadira to get on their calendar for 12/4.</p>

V.		Future Agenda Items	
-----------	--	----------------------------	--

2019-20 Meetings 3:00-4:30 1 st Wednesday of the month	Fall 2019 December 4	Winter 2019 January 8 January 29	Spring 2020 March 4 April 1	May 6 June 3
--	--------------------------------	---	--	-----------------