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

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

	Topic	Outcome
I.	**Approval of February 5, 2020 Minutes:**	Called to order at 3PM Kristina Allende moved to approve Jennifer Galbraith seconded One abstention Minutes approved
II.	**Agenda Review**	No changes or additions
III.	**Committee Goals & Progress Report / Purpose and Function Form**	**Purpose, Function, and Membership** Kristina Allende suggested to remove "Faculty" from the title of line #9, so that the title only reads, "Curriculum Liaison." Small change to the Purpose section. Added "related" to the Purpose statement. **Committee Goals and Progress Report** Kristina Allende moved to remove goal #4. Lisa Amos seconded. One abstention Goal #4 removed.
IV.	**Budget Status Update** • **Strong Workforce Funding Streams 101** • **Budget Spreadsheets** • **19-20 Allocation Update & Proposed Base Funding Distribution**	Dejah reviewed the Strong Workforce funding cycles. Each grant period is 30 months. Funding began 2016-17. Each year is a separate contract and requires new work plans and budgets. It is possible to have up to 3 funding streams running concurrently depending on the time of year. Funding is either Base Funding or Performance Funding which are typically received at the same time. 2019-2020 we did not receive these two amounts at the same time. Base was received in August—one month late, and we still do not have Performance Funding allocation. Base Funding is contingent upon enrollments and unemployment rates. Performance metrics are based on various data points that we are required to meet prior to receiving funds.

| | | It takes at least 2 years to see the impact of programs we implement using funds received for each period. |
| | | This means that, allocations we receive are based on data that is two years old or older. |

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Dejah reviewed the two live budgets:

Year three received 2018/2019 (the oldest money)
Allocation: Base = $2,459,553; Performance = $342,625
Total Allocation: $2,802,178
Percentage spent to date: 29%
Current balance: $740,888
SWP year 3 spending ends 12/31/20

Year four received 2019/2020 (newest money)
Allocation: Base = $1,885,785 (less $2,260 reduction*) = $1,883,525; Performance = TBD
Total Allocation: TBD
Percentage spent to date: 45%
Current balance: $1,032,452
SWP year 4 spending ends 12/31/21
*Chancellor's Office reduced allocation received in August.

Dejah shared budget sheets and explained that most of the amounts are for permanent faculty and classified salaries. Two faculty members rolled off of Strong Workforce funding this year-Photo and RVT. Salary savings from these two salaries will be transferred back to the miscellaneous account of, "Across All" budget to be redistributed.

Proposed 2019-2020 Funding Distribution
Dejah recommended 5% reserve for COLA+

Facilities
Pending AR/VR Classroom Project
At inception of the 18/19 budget, funds were allocated toward facilities projects that in the end, had no funds left to complete the project for AR/VR classroom. A balance of $137,000 is needed to complete this classroom project. Facilities is able to complete the project by December 2020. Also in the 18/19 budget allocation, funds were allocated for a construction manager to support facilities for Strong Workforce projects. These funds equal $115,820 and remain in the budget.
Dejah proposed that this remaining balance from the unused salary be used toward the completion of the AR/VR classroom project leaving a balance of $21,180 to complete the classroom. In addition, she requests that the difference of $21,180 be taken from the balance of the **19/20** Base funding to complete the AR/VR project. Upon receiving the Performance funding allocation those funds would be added to our remaining base funds, thereby allowing previously planned projects to continue as they are currently prioritized.

Matt Judd moved to fund the balance of the AR/VR classroom project and once Performance allocation is received, move forward toward other projects as planned.
Jennifer Galbraith amended the motion to accept the proposed funding distribution of the current base budget which allows for $21,180 to supplement the completion of the final AR/VR classroom project.
2nd was received.
Motion passed.

Background: Joumana explained that it has been determined by the SWAC Committee that it is no longer beneficial to allow

		Career Education programs to submit proposals for facilities updates through the SWP funding requests because these projects take large amounts of money and require lots of time. The AR/VR project was approved prior to making this decision which is why we are honoring the use of funds to complete this last facilities project. **Strong Workforce no longer funds facilities projects due to the fluctuating and often, exorbitant costs that decrease the funds available for other program projects.**
V.	**Regional Strong Workforce Update (Jennifer)** <u>See Attachment:</u> *CTE Consortium fact sheet – President's Cabinet Action Notes from 1/28/20*	The District has not received any regional funds yet, but have received the participation agreements for the 20019-20 funding. All projects had a 15% cut. In addition to the 15% cut across all regional programs, an email notification was received on March 3rd indicating that an additional $17,000 was cut for the region. Remaining funds will be applied toward the regional marketing plan, CCLA. **Regional Plans Mt.SAC participates in:** <u>Center for Competitive Workforce (CCW)</u> $365,000 contract. We will be gathering data, designing, and writing our reports. <u>CCLA Marketing</u> no additional funds <u>Cloud Computing</u> is a regional plan contracted with AWS for which we received $50,000 for faculty training to teach the Cloud Computing Program. <u>Business Engagement</u> $40,000 for Embedded Career Specialist. We are receiving $80,000 as other schools are receiving $120,000. <u>Noncredit</u> $427,800 towards programs in continuing education in Math and English were highlighted. Career <u>New Review Committee</u> The Governance Council will now have a review committee that allows each community college to have one person on the review committee. Of the 9 LA community colleges in the district, 5 votes will be given to the LA community college district. Each college President appointed a representative for the review committee. President Scroggins appointed Jennifer Galbraith for Mt.SAC. <u>K-12 Strong Workforce</u> proposals were approved. Awards distributed: Covina Valley – 3 awards; East SGV – 2 awards; Rowland – 1 award.
VI.	**Project Evaluation Form**	Reviewed the DRAFT Project Evaluation form for the purpose of providing summaries of results for project activities and outcomes in each fiscal year. The report gathers enrollment data, data about new courses, and certificates or degrees created that were created and the first semester in which they were offered. Employment data can be difficult to track. The employment numbers that are considered are those that the Chancellor's Office tracks. Employment data is not captured in NOVA; however, employment may be addressed in the narrative in each project report.
VII.	**Next Steps5/Other**	Kristina and Sam asked for clarification about the time it takes to develop and offer a course. Considering when the course is submitted and given that deadlines are met, a class could hit catalog within one year. Lisa Amos' last day on the SWAC Committee will be June 4, 2020.

2019-20 Meetings 3:00-4:30 1st Wednesday of the month	**Fall 2019** ~~September 4~~ ~~October 2~~	~~November 6~~ ~~December 4~~	**Winter 2020** ~~February 5~~	**Spring 2020** March 4 April 1	April 29 (Tentative) May 6 June 3