I. Welcome Introductions
Kay Hartig, Chair, called the meeting to order at 1:00 p.m.

Those present were:
- Irma Alvarez, Southwestern College
- Elizabeth Armstrong, San Diego Mesa College
- Diana Avila, Southwestern College
- Bernadette Black, Cuyamaca College
- Mary Benard, San Diego Miramar College
- Robin Carvajal, SDCCD-ETI
- Margie Fritch, SDCCD
- Kay Hartig, Cuyamaca College
- Cassie Morton, San Diego City College
- Wilma Owens, Palomar College
- David Pontious, SDCCD
- Natalie Ray, GCCCD
- Theresa Savarese, San Diego City College
- Karen Schneiter, San Diego Mesa College
- Bernie Weiss, ED>Net
- Barbara Whitney, CCCCO
- Tony Zambelli, Cuyamaca College

Kay Hartig indicated to the committee that the agenda has been changed to include reports from representatives on the Statewide Discipline Advisory Committees.

II. Approval of Minutes
The Minutes of October 19, 2001, were approved as written. Mary Benard moved for approval, and Tony Zambelli second.

III. Update of membership
- Wilma Owens’ title is: Dean of Career and Technical Education
- Mary Benard’s phone number is 619-388-7524
- Ken Fawson’s email address is: kfawson@sdccd.net
- Tony Zambelli is no longer the Department Coordinator
- Bernie Weiss – International Trade
- Karen Schneiter’s phone number is 619-388-2236
- Theresa Savarese’s phone number is 619-388-3367
- Natalie Ray’s title is Counselor/Coordinator
IV. Regional Consortium Report

A. Accomplishments of 2001-02
Kay Hartig distributed the list of Regional Consortium’s accomplishments for 2001-02 and briefly summarized the highlights.

B. Review of Grant Funds
Kay Hartig indicated that the Regional Consortium has received $120,000 for State Leadership, $38,000 for Economic Development, and an additional $34,000 for Special Populations mini-grants.

C. Regional Consortium Workplan Highlights 2002-2003
Kay Hartig distributed the highlights for the Regional Consortium’s workplan for 2002-03, and indicated that the objectives for the most part do not change much year to year since it is an ongoing grant.

Wilma Owens indicated that Dana Quittner reported from WEDCO that they would like to add Career Ladders to the Regional Consortium’s workplan for this year. Dana Quittner suggested in her notes, read by Wilma Owens, to use the Looking for a Career brochure and expand that to use career ladders in each of the occupational areas. In other words, WEDCO would like to use the Regional Consortium as the “vehicle” for this project.

Wilma Owens clarified that this project consisted of designing another brochure to include a written definition of career ladders for that occupational area. Bernie Weiss suggested using a concept statement, i.e., “for more information, contact (list college)” and let that contact person explain the career ladders to them. Cassie Morton suggested focusing on one area and also recommended designing a website for this project.

Wilma Owens stated that Dana Quittner estimated the cost for this project would be $5,000. Kay Hartig emphasized that a person would have to be hired to coordinate this project. She also indicated that this activity is not written in the Regional Consortium’s workplan for 2002-2003. Wilma Owens indicated that it was the recommendation at WEDCO that this proposal be taken to SDICCCA to request funding for this project. Mary Benard suggested contacting Workforce Partnership to help fund this project as well.

D. Special Populations Mini Grants
Kay Hartig indicated that the Regional Consortium received an augmentation for Special Populations mini-grants. Total funds available for mini-grants were $30,681; nine applications were submitted, and seven projects were fundable.
E. **VTEA and Economic Development mini grants**
Kay Hartig stated that four VTEA and Economic Development mini-grants were funded by the Regional Consortium.

Kay Hartig mentioned that the selection committee consisted of seven readers, and that readers did not read their own college’s proposals.

Diana Avila indicated that she sits on Region IX Advisory Board for Women Work, National Network for Women’s Employment, and they have asked for regional news to put in their newspaper, and Diana Avila asked if we would like to submit the results from the Special Populations mini-grants in the newspaper, and Kay Hartig indicated yes.

V. **Chancellor’s Office Report**

*Barbara Whitney*

- The Chancellor’s Office is re-releasing the 2002-04 Business Education and Special Populations RFAs. They are planning a Bidder’s workshop early December. Barbara Whitney stated that there is $5 million available, allowing each discipline approximately $800,000. She also indicated that 50% match is required from industry. The six disciplines are: health; public safety; industry technology; business; agriculture; and family and consumer sciences.

- The Chancellor’s Office has been working on a “20% drill” because the Department of Finances has asked them to submit a plan if the Governor requires a 20% budget cut.

- The Special Populations Annual Conference is scheduled December 2-3, 2002 in Sacramento. Kay Hartig informed the committee that the Regional Consortium helps fund this conference, and stated that each college can use their professional development funds ($3000) to send a representative. Mary Benard stated that San Diego Miramar College has been invited to present their student ambassador program.

- The Perkins Reauthorization Hearing is scheduled October 25th at the College of the Canyons.

- The Board of Governor’s 12th annual conference with the Chancellor’s Office is scheduled for April 1st, 2nd, and 3rd, 2003, which is entitled “Honoring the Commitment to Serve.” Barbara Whitney indicated there is a call out for presentations. She further stated that in the past, the conference was heavily aimed at the academic side but they have made more of an effort to bring in workforce development and economic development.
VI. Economic Development
   A. Survey Results
   Wilma Owens indicated that a survey was distributed to the Economic Development Practitioners to find out whether or not the Practitioner’s meeting was serving a purpose, and what could be changed to meet their needs. She indicated that she received 12 responses and only one person indicated that the group should be disbanded. Eight people stated that the group fulfilled its purpose, and recommended that the meetings serve some value in job performance.

Robin Carvajal stated that she thought that the reason the Economic Development Practitioners met was to brainstorm and create projects to work on together. Wilma Owens indicated that they also stated that if the meeting were just to network then they did not want to attend. Kay Hartig stated that one of the problems was the scheduling, and currently the Economic Development Practitioners meet jointly with the Occupational Deans.

Other suggestions included:
   - Establish clearer goals
   - Determine who should be attending
   - Regular presentations from Centers and ED>Net
   - Meetings need more job performance
   - Combine the meetings with the Contract Ed Practitioners
   - Needs more issues rather than networking
   - Offer only one meeting per year that coincides with RFAs

VII. Communications and Networking
Statewide Discipline Advisory Committees

Business Education -- Karen Schneiter and Theresa Savarese

Karen Schneiter indicated that BSAC is working with the Chancellor’s Office to review and clarify issues with TOP codes and core indicators.

Karen Schneiter stated that there are not many programs in teacher preparation in business education, therefore they met with individuals at Oregon State and in the Spring 2003, to develop a partnership. There will be a teacher training course online through Oregon State.

Karen Schneiter informed the committee that there are usually two Business Education/CIS Instructional Excellence conferences at Asilomar sponsored each year, however, there is no Fall conference this year. They invite speakers from different areas that were of impact. The conference is two days and topics include: online education, emerging curriculum, and learning outcomes.
She mentioned that they invited industry representatives at the next Business Advisory Committee meeting. Terri Savarese indicated that they will be focusing on the decline in enrollment. Kay Hartig informed Terri Savarese that the Regional Consortium can help facilitate information, and suggested linking the Business Education’s website: www.calbusinessed.org to the Regional Consortium’s website.

**Career Development – Cassie Morton**

Cassie Morton indicated that they conducted the first annual Regional Information Technology Advisory Committee meeting last year with approximately 70 participants. A Career Summit was conducted last spring with a key person from each college invited to attend (from career services). Cassie Morton indicated she would forward to Bernadette Black their survey results which will then be forward to the committee.

**Statewide Technology – Armando Abina (absent) and Gary Nugent (absent)**

In lieu of Gary Nugent’s absence, a brief summary was distributed to the committee.

**Work-Based Learning – Bruce McDonough (absent)**

Contract Education – Robin Carvajal and Teri Safranek (absent)

Robin Carvajal distributed the “Strategic Plan: Statewide Contract Education Committee for 2001-2003.” The purpose of the Contract Education Strategic Priority Committee is to represent the delivery system of training and performance improvement solutions to businesses through California Community Colleges. The purpose of the Committee is to promote and enhance the delivery customized training and performance improvement solutions to businesses throughout the California Community Colleges through leadership, strategic influence and capacity building.

At the last meeting, they discussed benchmarking with contract education providers from other regions. The committee generated a survey and results will be shared at a later date.

**Other Issues and Actions in Region**

Academic Senate: Tony Zambelli informed the committee that the Academic Senates have concerns about cutting classes because of schools reaching their caps, and cutting the supply budget. He stated that faculty members are concerned that they do not have classes because they are not being funded. Tony Zambelli indicated that he is a member of a statewide group that is working on creating common core career curriculum at the lower division for transfer to the CSU.
CCCAOE: Wilma Owens indicated that the Fall 2002 conference was held in Palm Springs. She stated that there is a call for presentations for the spring conference in San Jose 2003. CCCAOE has a new website at: www.cccaoe.org. Wilma Owens mentioned that there are two statewide positions open for CCCAOE.

CEO: Mary Benard informed the committee about the Workforce Alliance project. She stated that they are targeting and pulling together key industry representatives from applicable educational institutions to look at the gap and determine the industry needs. She stated that Dr. Gerri Perri, president at Cuyamaca College, has taken the lead on this project. Mary Benard stated that there are four industry clusters identified and presentations will be made at the SDICCCA meeting. She further indicated that they do not want to be buried by a dozen community college people, therefore appropriate people from each campus will be identified. Mary Benard further mentioned that this is a taskforce to address the specific needs of the industry.

CIO: Elizabeth Armstrong indicated that there is a conference coming up entitled “Working the CIO magic” which will focus on budget and enrollment issues. They will also be looking at new accreditation standards. A conference on “Making Connections” is scheduled November 21-23, 2002, in Tijuana, Mexico. Topics include: visionary business planning; consultative sales; relationship that pays; marketing from possible to probable; making your training stick; maximizing training transfer; facilitation skills; customer service academy; and introduction to economic development.

Kay Hartig informed the committee that the Occupational Deans will be scheduling a joint meeting with the CIOs in the near future.

CSSSO: Absent.

ED>Net: Bernie Weiss distributed a brochure on Center for International Trade Development. He announced that the Spring CCCAOE conference is a joint conference with ED>Net.

Occupational Deans: Mary Benard, Chair, indicated that the Occupational Deans will be meeting jointly with the Economic Development Practitioners on November 15th.

School to Career: Margie Fritch distributed a brochure on an upcoming conference entitled: Preparing Students for their Future: It’s Everybody’s Job!” The conference is scheduled November 20th at the Town and Country Hotel Convention Center in San Diego.
Special Populations: David Pontious, representative for Mary Lewis, indicated that a cost analysis has been conducted and determined that the number of students have fluctuated over the years (with a 35% increase in the past 8 years). He indicated that their counseling time is shorter due to budget concerns. Diana Avila distributed Southwestern College’s brochure on Fall 2002 Workshop and Event Calendar for nontraditional occupations.

Tech Prep: Margie Fritch indicated that she will be representing Region X at the Perkins Reauthorization Hearing scheduled October 25th. Natalie Ray indicated that they are working on a model for their data collection process.

VIII. Adjournment

The meeting was adjourned at 3:00 p.m.