

SDIC COMMUNITY COLLEGE WORKFORCE DEVELOPMENT COUNCIL MEETING

Friday, September 20, 2013
9:00 a.m. to Noon
Mesa College, S-305

MINUTES

1. Welcome/Introductions

Al Taccone, Dean, Career & Technical Education, MiraCosta College
Ann Durham, Director, Health Workforce Initiative, Grossmont College
Charlene Atkins, VTEA Coordinator, SD City College
Christina Tafoya, Dean, Career Technical Education/Workforce Development, Grossmont College
Danene Brown, Dean of Business, Computer Studies and Technology, SD Mesa College
Diane Munson, Executive Director & Grants Manager, GCCCD Auxiliary
Gloria Rodriguez Bañuelos, Program Manager, Biotechnology, MiraCosta College
Greg Newhouse, Director, ATTTE, SD Miramar College
Jane Signaigo-Cox, Dean, Career & Technical Education, SD Continuing Education
Jennifer Lewis, Dean of Continuing Education & Workforce Training, Cuyamaca College
Jim Custeau, Interim Dean, Career and Technical Education, Cuyamaca College
Joe Molina, Director, Business & Entrepreneurship Center, MiraCosta College
Jonathan Kropp, Interim Director, San Diego Environmental Training Center, Cuyamaca College
Lorraine Collins, Dean of Workforce Development, SD Community College District
Lynne Ornelas, Dean, Business, Technical Careers & Workforce Initiatives, SD Miramar College
Margie Fritch, Chair, SDIC WDC; Dean, School of Health Science and Public Service, SD Mesa College
Mary Wylie, Chair, SDIC Regional Consortium, Grossmont College
Michelle Turner, Program Coordinator, SDIC Regional Consortium, Grossmont College
Mink Stavenga, Dean, Instructional Support Services, Southwestern College
Mollie Smith, Director of Occupational and Noncredit Programs, Palomar College
Molly Ash, Program Manager- Sustainable Infrastructure, Cuyamaca College
Paolo Espaldon, Program Manager- Sustainable Supply Chain Management?, Cuyamaca College
Rose LaMuraglia, Dean, School of Business, Information Technologies and Cosmetology, SD City College
Sandra Slivka, Director, Southern California Biotechnology Center, SD Miramar College
Scott Herrin, Interim Dean, Division I Instruction, Cuyamaca College
Trudy Gerald, Dean, School of Arts, Humanities, Communications & Telecommunications, SD City College
Victor Castillo, Director, San Diego Center for International Trade Development, Southwestern College
Wendie Johnston, Deputy Sector Navigator - Life Sciences/Biotech, SD Miramar College
Wilma Owens, Dean, Career, Technical and Extended Education, Palomar College

Motion to approve made by: Al Taccone. Seconded by: Ann Durham. Voted on and approved with 3 abstentions.

2. Program Approvals

New Programs

No New Programs submitted.

New Options/Certificate of Achievement

Cuyamaca College

Business Administration (AS-T Degree) – **Action**

Motion: That the above program be approved. Motion made by: Wilma Owens. Seconded by: Al Taccone. Voted on and approved unanimously.

Early Childhood Intervention (Cert of Achievement) – **Action**

Motion: That the above program be approved. Motion made by: Al Taccone. Seconded by: Wilma Owens. Voted on and approved unanimously.

Palomar College

Fashion Design (Cert of Achievement) – **Action**

Fashion Merchandising (Cert of Achievement) – **Action**

Motion: That the above programs be approved. Motion made by: Jim Custeau. Seconded by: Danene Brown. Voted on and approved unanimously.

SD Mesa College

Coding Specialist (Cert of Achievement) – **Action**

Motion: That the above program be approved. Motion made by: Greg Newhouse. Seconded by: Wilma Owens. Voted on and approved unanimously.

3. Program Approval Process – Update

Michelle Turner sent the program approval process electronically to the designated Occupational Deans at the nine regional colleges. Margie Fritch discussed the need to review and update the process as requirements from CCCCCO have changed. She requested further discussion and action take place at the November 15 meeting of the SDIC Workforce Development Council, with the Designated Occupational Deans convening a half hour earlier than the normal start of the WDC meeting.

4. Formal Voting Structure

- a. Program approvals - one vote per each of the nine colleges by each college's designated occupational dean.
- b. WDC Regional Voting Process

Margie Fritch stated that only the designated occupational dean would approve programs as per Title V requirements. Agreement by consensus for all other voting items has been the past practice. However, with the new focus on regional decision-making the WDC needs to formalize the voting structure for matters other than program approval.

Mary Wylie suggested WDC consider two votes per college. One as the designated occupational dean and the second individual from economic and workforce development. The President or CIO would appoint the individuals to represent their college. The council agreed that they would prefer this voting process. Mary Wylie would develop a draft process suggesting the EWD representative be the Deputy Sector Navigators. Draft will include language outlining the process for designating a proxy and notification to Regional Coordinator prior to the WDC meeting. SDCCD Continuing Education will have one vote. Margie Fritch reminded the group that a quorum is 50% + 1. Mary would provide a draft of this process at the November WDC meeting.

5. Election of WDC Chair for FY 14-15 – Action

Motion: That Margie Fritch remains the WDC Chair for 2014-15. Motion made by: Al Taccone. Seconded by: Danene Brown. Voted on and approved unanimously.

6. CCCCCO Update

- PIOs have been requested to add the icon below on their college website



7. CCCAOE Update

Mollie Smith reminded everyone about the upcoming Leadership Academy. She mentioned that she needs volunteers to provide CCCAOE feedback on the Skills-Builder inquiry guide. This guide describes the research on wage gains for short-term course takers. Michelle Turner would forward to the group upon receipt from Mollie Smith. The Skills-Builder inquiry guide would be presented at the Fall/Spring CCCAOE Conference.

8. JSPAC Update

- Non-traditional Students Workshop - SEP 24 at SD Miramar

Diane Munson mentioned the above workshop at SD Miramar College. Each participant will leave with a better understanding of 1) the Perkins Act, Core Indicators & other data sets, 2) Students from Special Populations 3) Root Causes and Solutions for improving student success and 4) how to develop a plan for program improvement.

9. Organizational Chart Change – Action

Motion: That the organizational charts are revised to reflect DWM Sector Task Force instead of Steering Committee. Motion made by: Ann Durham. Seconded by: Joe Molina. Voted on and approved unanimously. Michelle Turner would update the charts.

10. Regional Consortium Chair Update

- a. Update on Website Redesign – [Brand Strategy](#)

Mary Wylie mentioned that the Regional Consortium was in the process of creating a bid for web designer. The site would have landing pages for the DSNs and links to CCCCO. Our audience is internal, industry, and marketing CTE programs from the area colleges. Michelle Turner would add the Branding Strategy summation to the Regional Consortium website. The Coordinator for the Regional Consortium would maintain and update the new website.

- b. Collaboration with external partners
 - i. MOU with WIBs, ROP

Mary Wylie mentioned that the Consortium is working with the San Diego Workforce Partnership (SDWP) on a MOU to collaborate on regional sector gap analyses to collaboratively create a way of working on a partnership. The SDWP would allocate funds towards the sector gap analyses. These reports would list all agencies involved in the production. Mary provided the timeline of when the MOU would be completed. Lawyers from SDWP are reviewing the MOU.

- ii. Linked Learning

Mary Wylie reviewed the Linked Learning meeting held Sept. 6. She discussed how Linked Learning and the five K-12 district members in San Diego county may be a good focus for the new \$250 million RFA on Career Pathways that should be release in a few months and is in effect through 2018. Collaboration centered in K-12 to create a system for career pathways that continue even with changes to the administration is the goal of the new grant projects.

iii. Goodwill Partnership

Mary Wylie mentioned that Goodwill is looking at a regional training approach to serve their 1,200 employees, beginning with ESL and GED. Jennifer Lewis stated that Goodwill had not thought about assessment in their planning; our colleges may be able to suggest models that would assist them. Goal is to create partnerships between Goodwill and community colleges - there are national models available which we are reviewing together.

iv. Phase Two Study: Resolving barriers to working together – San Diego Workforce Partnership and SDICCCA Colleges Task Force, led by Center for Education Policy & Law (CEPAL), through USD.

The WIB and community colleges are working together in identifying and resolving barriers to collaboration. The Leadership Team is representing our community colleges and will continue to meet with the WIB over the next 6 months.

c. Draft Consortium Goals 2013-14 – **Action**

Mary Wylie stated that she developed the goals by analyzing the workplan deliverables.

Motion: Approve Consortium Goals 2013-14. Motion made by: Al Taccone. Seconded by: Wilma Owens. Voted on and approved unanimously.

d. Mini-grant process – Update

Diane Munson stated that there were slight modifications to the mini-grant process. It was suggested DSNs could utilize the Auxiliary services (4% adm charge) or utilize the mini-grant process themselves as needed for their individual projects.

e. Looking for a Career Brochures

- o Establish Task Force

Mary Wylie stated that the Looking for a Career brochures have not been updated. She is asking for volunteers to be on the Task Force to assist with direction regarding layout and design of the new brochures which will be on the web and not printed. Jennifer Lewis, Jonathan Kropp, Greg Newhouse, Ann Durham, Mary Wylie and Michelle Turner would be the task force.

f. VP CCCAOE funded by Consortium – Request \$3,500 – **Action**

This discussion was tabled for this year. The council requested that we add this line item to the budget and workplan in next year's planning for the Regional Consortium.

g. SDICCCA Update – September 9

11. Sector SNs/DSNs Update - (presentation – 3mins)

Each DSN provided an update of their sector activities; their reports are posted on the Consortium website.

12. Demand/Supply Gap Analyses Research Plan/Schedule

- a. Summary
- b. Sector Advisory Committee process
- c. LMI Workshop – October 11 at SD Mesa
- d. Data base acquisition

Zhenya Lindstrom was unable to attend the meeting. Mary Wylie spoke with Zhenya and verbally received her report. Discussion on the research plan was tabled to the Sector Task Force meeting immediately following the WDC meeting.

13. Regional Process - DRAFT

Responding to RFA/RFP requiring a collaborative regional application supporting the region's priority and emergent sectors – **Action**

Margie Fritch reviewed the need for the draft process. Due to time constraints, she tabled discussion of the process until the October WDC meeting. She requested that members review and provide comments or improvements to Mary Wylie.

14. Sector Selection Process

- a. Leadership Team suggests adopting for a minimum of 2 years – **Action**

Motion: Approve Sector Selection remain for 2013-14 and 2014-15. Vote on new sectors in 2014-15 for FY 2015-16. Motion made by: Wendie Johnston. Seconded by: Joe Molina. Voted on and approved unanimously. Allowed to change sectors as required to meet a regional need.

- b. Revised sector selection process

Mary Wylie explained that a review of our sector selection process is one of our workplan deliverables for this year. She would bring a draft revised process that includes external partners to an upcoming WDC meeting.

15. Grant Opportunities

- a. [AB 86 Adult Education Planning](#) - \$25 million
- b. [SB 594/AB 86 Career Technical Education Pathways](#) - \$250 million – Linked Learning
- c. [SB 1070 Career Pathways](#) - \$15 million
- d. [Investing in Manufacturing Communities Partnership \(IMAP\)](#) - \$25 million

Item tabled.

16. Career Pathways Workshop

- a. Scheduling/Interest
- b. National/State models
- c. Need for regional/sector-based approach

Item tabled.

11:55	17. Links, Activities, and Announcements	
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Career Education Practices Unit (CEP)

CCCCO

[Monthly Update](#) – MARCH
DWM for Jobs in the Economy New Icon – **New**
<http://www.doingwhatmatters.ccco.edu/CommunicationToolKit.aspx#share>

California Community College Association for Occupational Education

"Educational Balance: The Alignment of Skills, Curriculum & Jobs for the Future - Part I"

CCCAOE

October 23-25, 2013
Riviera Resort & Spa, Palm Springs. CA
<http://cccae.org/>
Early Registration Close: Tuesday, October 1, 2013

CA Perkins Joint Special Populations Advisory Committee

"How Do I... ..Special Populations?"

JSPAC

December 3-4, 2013
Sheraton Grand Hotel, Sacramento, CA
<http://www.jspac.org/>

NATIONAL CONFERENCES

OTHER

Next meeting:

October 24, 2013 during the CCCAOE Conference in Palm Springs

Sector/Deputy Sector Navigators/Technical Assistant Provider

Ann Durham	Director, Health Workforce Initiative	Grossmont-Cuyamaca	619-644-7057	ann.durham@gcccd.edu
Greg Newhouse	Director, ATTE Miramar	SD Miramar	619-388-7673	gnewhous@sdccd.edu
Joe Molina	Director, Business & Entrepreneurship Center	MiraCosta	760-795-8742	jmolinamiracosta@gmail.com
Peter Davis	Statewide Director ATT & Energy initiative		619-473-0090	outrchpd@mac.com
Rose LaMuraglia	Dean, School of Business, Information Technologies and Cosmetology	SD City	619-388-3488	rlamurag@sdccd.edu
Sandy Slivka	Director, Southern California Biotechnology Center	SD Miramar	619-388-7490	sslivka@sdccd.edu
Trudy Gerald	Dean, School of Arts, Humanities, Communications & Telecommunications and Director, Center for Applied Competitive Technologies (CACT)	SD City	619-388-3730	tgerald@sdccd.edu
Victor Castillo	Director, San Diego Center for International Trade Development	Southwestern	619-482-6393	VCastillo@swccd.edu
Wendie Johnston	Deputy Sector Navigator - Life Sciences/Biotech		626-644-1212	wajohnston@mac.com
Zhenya Lindstrom	Director, Center of Excellence	Chaffey	909-652-8043	zhenya.lindstrom@chaffey.edu