

**CCCAOE CONFERENCE
OCCUPATIONAL DEANS COMMITTEE MEETING
HOLIDAY INN GOLDEN GATEWAY
THURSDAY, MARCH 15, 2001**

I. CCCAOE Board Meeting of March 12th

Eileen Kraskouskas indicated that the Program Approval Process was discussed at the CCCAOE's Board meeting. She stated that a committee has met on three occasions to discuss the program approval process. A "Program and Course Approval Handbook" was copied and distributed to the committee in which Eileen indicated the Board wanted feedback from each college. She stated the issue is "defining roles of players," and indicated local colleges should be responsible for the quality of the programs, and the State's responsibility should include determining if there is compliance with the mission.

The Fall 2001 CCCAOE Conference will be located in San Diego. Eileen indicated the conference will be about "change" rather than "leadership". Suggestions for presentations at the Spring 2002 conference will be requested in the Fall.

II. Other

OCCUPATIONAL DEANS' COMMITTEE MEETING

I. Call to Order/Introductions

Gonzalo Huerta, Sr., called the Occupational Deans meeting to order at 9:35 a.m.

Those present were:

- Armando Abina, San Diego City College
- Margaret Barrie, San Diego City College
- Mary Benard, Miramar College
- Bernadette Black, Cuyamaca College
- Patricia Centurione, San Diego City College
- Carrie Clay, Grossmont College
- Leonard Fabian, Imperial Valley College
- Kay Hartig, Cuyamaca College
- Nancy Helt, SDCCD
- Gonzalo Huerta, Sr., Imperial Valley College
- Lois Knowlton, Grossmont College
- Eileen Kraskouskas, MiraCosta College
- Cassie Morton, SDCCD
- Kathy Pulse, CCCCCO
- Noel Roberts, CCCCCO
- Stan Schroeder, Grossmont College
- Mollie Smith, Palomar College
- Wilma Owens, Palomar College
- Mary Watters, Southwestern College

- Barbara Whitney, CCCCCO
- Mary Wylie, Southwestern College

II. Approval for Minutes

The Minutes from February 9th meeting were approved as written.

III. Program Approvals

IV. Regional Consortium Report

A. *Non Traditional Funds “Equity Pioneer Scholarship”*

- Mary Watters, Southwestern College, will be coordinating the regional “Equity Pioneer Scholarship” project. A regional contest will be conducted offering scholarship opportunities to recipients of the local contests administered by each college. One male and one female will be selected and awarded \$500.00 each for their exemplary performance in a non-traditional career program.
- The scholarship awards could be used for anything that is eligible through VTEA funds (i.e. textbooks, tuition, parking fees, supplies needed as long it is related to the course, lab supplies, safety equipment, uniforms, etc.). The award cannot be a cash award.
- April 23rd – April 27th is the window period to review applications and select winners for the Regional contest.
- The committee questioned who would be selecting the winners of the Regional contest and Kay suggested forming a subcommittee. Another suggestion was to include external people (i.e. EDD) who do not have any interest in any particular college. The following people were nominated to read the scholarship applications and select the winners: Joanie Halpern, Attorney; Elaine Kennedy, Solar Turbine; and a male nurse who Lois Knowlton agreed to locate.
- Kay mentioned that Southwestern College had put their scholarship money into their scholarship fund in order to properly report the expenditures for the fiscal year.
- Lois Knowlton suggested each college participating in the local scholarship contest use the same format and questions when processing the applications, which were agreed upon by the committee.
- It was agreed that in determining what field areas were non-traditional, the indicator would be based on each college’s enrollment that consisted of less than 25% of one gender.

B. *Non-Traditional Funds – Mini Grants*

- Each participating college received \$1600 to conduct a local project that focused on non-traditional careers.

- Eight colleges will be administering a local contest offering scholarship opportunities for men and women in non-traditional careers. Each college will decide the award amount of their local scholarship contest and how many winners will be selected. Their recipients are then eligible for the Regional Equity Pioneer Scholarship award.
- Kay Hartig distributed a chart consisting of summaries of projects that each participating college will be conducting utilizing the non-traditional funds.
- Each college will advertise their local scholarship contest throughout their campus and select their winner(s). The recipients will then be interviewed, and a poster with their photograph and statement will be distributed among colleges to promote men and women in non-traditional careers.
- Kay distributed the PRs for the mini-grants and mentioned that the colleges would need to send an invoice to the Regional Consortium once the project is completed in order to process funds.

C. Marketing

Kay indicated Mea Daum was hired to help with the San Diego/Imperial Counties Regional Consortium's marketing efforts. The following items will be upcoming marketing projects: Updating the Regional Consortium's website; updating the Regional marketing plan; and re-building the "Looking for a Career" brochure. It was decided to keep the look of the "Best Kept Secret" brochure, however, Kay indicated that Mea Daum had some suggestions for improvements. Kay suggested forming a Marketing subcommittee and Mary Benard, Mary Wylie, Gonzalo Huerta, Nancy Helt, and Carrie Clay volunteered to participate.

D. Renewal/New Grant application

- The San Diego/Imperial Counties Regional Consortium is up for a new grant for 2002/2006. The committee was in support of Cuyamaca continuing this project. Kay mentioned that the Regional Consortium would be asking for letters of support for their grant.
- Kay asked for suggestions or new ideas to add to the Regional Consortium's workplan. The following were suggestions given by the committee: Vocational Faculty Community Learning; Regional Advisory Committees; Occupational Deans and Economic Development Practitioners jointly meeting three times a year; and speakers/presentations at Regional meetings. It was agreed that at our next meeting, the group would talk about collaboration and working together on these projects
- Kay mentioned that Cuyamaca hosted a Bidder's videoconference on RFAs on March 7th. She asked if any college was interested in collaboratives and Stan Schroeder stated that he was interested in Business Education.

E. *SDICCA – agenda*

Kay distributed a copy of the SDICCA agenda which reviewed the following: Reducing the Funding Disparity: “Ensuring Student Success Statewide”; Communication; Access/Transfer; Data-Sharing; Leadership Development; and Capital Outlay Funding.

F. *April 20th meeting combined*

The April 20th Occupational Deans committee will be meeting jointly with the Economic Development Practitioners committee.

G. *Tri- Regional Co-Op Work Experience Educators*

Bernadette Black stated it was her first time attending the Tri-Regional Co-Op Work Experience Educators meeting on March 1st at Golden West College. Kay indicated that Bruce McDonough, Palomar College, would be asked to represent the Region for Cooperative Work Experience.

Future key dates:

- **April 25 – 27, 2001:** California Cooperative Education Association Annual Conference—Atrium Hotel, Orange County airport.
- **September 20, 2001:** Next Tri-Regional Co-Op Work Experience Educators meeting – MiraCosta College.
- **March 13 – 15, 2002:** Joint CCEA/CPA Conference – Cal Poly Pomona.

V. **Chancellor’s Office Report**

Barbara Whitney

Vocational Education Services Team (VEST)

Barbara Whitney distributed a summary sheet for March 2001 and highlighted the following key dates:

- ✓ Calendar – 2000-01 Funds. August 31, 2001—Final Reports and Claims are due for VTEA IC and Workforce Development Instructional Equipment.
- ✓ Calendar – 2001-02 Funds. March 30, 2001—Data Certification due for VTEA IC, 2001-02 Allocation. May 10, 2001—Deadline for Receipt of Grant Applications.
- ✓ 2001-02 VTEA Allocation to California. VTEA Title I – increase 6.6%; VTEA Title II – increase 2.3%.
- ✓ 2000-01 VTEAIC Final Report/2001-02 VTEA IC Application. A video teleconference will be held on Tuesday, April 3rd, from 10:00 a.m. – 12:00 noon
- ✓ 2000-01 VTEA IC Allocation. The tentative allocation received in the May memo is the final allocation.
- ✓ 2000-01 VTEA IC Expenditures. This year, districts were certified for apportionment at 70% of the total allocation. This was due to findings from the Bureau of State Audits that FY 1998-99 grantees had excess VTEA dollars on hand.

- ✓ Canada Cutlery Agreement. The Foundation for California Community College, in conjunction with the Family and Consumer Sciences Statewide Advisory Committee, developed an agreement for discounted cutlery. The discount offered to consortium members is 50% off list for institutions, with a 25% discount for student purchases.
- ✓ California Workforce Association Conference. This is the 10th Annual Conference for Workforce Development Professionals.
- ✓ VTEA State Leadership Funds Review Project. A contract with PACE is currently under way to evaluate the effectiveness of how California spends VTEA State Leadership Funds and to make recommendations for funding strategies for 2002-03, 2003-04.
- ✓ Board of Governors, California Community Colleges Initiative in Workforce Preparation and Economic Development. The BOG will be conducting a study session in late March where they will invite identified experts to participate in a discussion format with the BOG. The goal is to create a Budget Change Proposal (BCP) for the system budget packet for 2002-03.

Kathy Pulse

Economic Development

Kathy distributed a list of categories for which funds are available for new grant opportunities. Also included in the packet were a list of Districts/Colleges that were eligible for Capacity Development Grants and a list of renewal grants for 2001-02. The RFAs will be sent out next week.

- Grant applications are due June 21, 2001.
- New Industry Driven Regional Collaboratives and Job Development Incentive Fund grants over \$100,000 will have a start date of September 12, 2001. Grants under \$50,000 will have a start date in late July.
- There are 20 Centers up for competitive bid (in all initiatives except Small Business Development Centers and Centers for Applied Competitive Technologies).
- Capacity Development grants targeted to colleges or districts that have received fewer than three grants over the past four fiscal years. This is a pilot program to meet the requirements of AB 2794 (2000) legislation, which reauthorized the Economic Development Program until January 1, 2003.
- Industry Driven Regional Collaboratives. This program has been expanded to include serving the “working poor” as well as CalWORKS participants. The methodology for defining “working poor” is in the pilot stage this year.
- The dates for the Bidders conference are to be determined.
- There will be a special “Beginner’s Workshop” in the south for colleges in the state that have not applied for funding in the past, or that have tried but were unsuccessful.
- Basic documentation (face sheets, budgets, Statement of Assurances) for Renewal applications are due May 24 and the final deadline is June 29th.
- Kathy mentioned that they are in need for readers.

- A Budget Change Proposal to add \$12 million to the Economic Development Program for 2001-02 was approved by the Board of Governors for inclusion in the system package. This proposal would increase funding for initiative centers, establish funding for the Information Technology Initiative, and establish a Vocational Faculty and Staff In-Service Fund.
- The Board of Governors will be developing an initiative on Workforce and Economic Development to be included in the 2002-03 budget. Efforts will be made to get extensive input and to disseminating information widely. The Board will be having a study session on March 28th.

Noel Roberts

Workforce Preparation Update

Tech Prep

Noel Roberts distributed a handout on Workforce Preparation Update for March 2001. The following were listed as successful RFA Bidders from the Perkin's Targeted Use Funds: (a) *Industry Sector Projects*: Building Trades & Construction; Arts Multimedia & Entertainment; Information Technology; Health & Human Services; and Engineering & Technology; (b) *Innovative Practices*: Articulated Work-based Learning; Launch Pad Project; Club Ed; Project Y.E.S.; and Tech Prep College Connection.

Application Process for 2001/02 – “Expedited Application Process”

- There will be technical assistance site visits to 13 grantees prior to the submission of next year's application
- The deadline for the application process is unknown.
- Grantees will be given 6 to 8 weeks to submit the application.
- Application will be sent via the website and email notification.

Proposed Statewide Evaluation Overview

- The criteria are in the developmental stage.

Task Force on Community College Credit for Work Completed in High School

- The original taskforce has been reconfigured.
- Three areas were addressed in the original legislation: Credit by Exam; Advanced Placement; and Course to course articulation.

MIS Data Collection

- In earlier attempts various markers or indicators were used to match Tech Prep students because of the Social Security number issues, which was a very expensive means of tracking Tech Prep students. Thus, the minimal effort to collect Tech Prep data as defined in attachment D of the current RFA was developed.

VI. Old Business

A. *Retail Management Certificate*

- Wilma Owens stated she attended the Statewide Advisory Committee for the Retail Management Certificate program. She mentioned that the process is “getting easier” and programs are “now getting approved” due to the several meetings conducted by the State. Wilma indicated she had a document that contained specific language one can use if called for questions.
- Two representatives from Vons were recommended by the State to sit on the Region X Advisory Committee. Wilma suggested finding people from other retail industries to attend a Regional Advisory Committee meeting sometime in May. She also stated that each college could have a Regional committee on campus as well.

B. *Results of Career Clusters/Looking for a Career brochure*

Eileen distributed packets on the Career Clusters project she worked on that summarized each college’s programs. It was agreed to meet separately to review the categories. Deans were to meet during breakfast Friday morning.

VII. New Business

A. *Development of an Engineering Technology Degree at SDSU*

Cassie Morton inquired on support for a Construction Engineering Technology program at San Diego State University. She stated she will need letters of support from colleges and Kay Hartig indicated that Cuyamaca might be interested in supporting this program.

B. *Regional Computer and Electronic Manufacturing meetings*

Armando Abina suggested including in the Regional Consortium’s grant renewal “specific regional meetings.” He mentioned that the City College would like to conduct a Regional Computer and Electronic Manufacturing committee meetings and recommended the Regional Consortium to coordinate these meetings.

VIII. Announcements/Other Items/Adjournment

A flyer on “Joint Statewide Advisory Committee for Special Populations and Non-Traditional Training” was distributed to the committee.

The meeting was adjourned at 11:30 a.m.