

**REGIONAL CHAIRS MEETING  
DOUBLETREE HOTEL, ONTARIO  
MONDAY, JANUARY 7, 2002  
HOST: LA/ORANGE COUNTY REGIONAL CONSORTIUM**

**I. Introductions**

Lyla Eddington called the meeting to order at 10:00 a.m.

Those present were:

- Bernadette Black, San Diego/Imperial Counties Region
- Tanya Burke, South Coast Region
- Janis Caston, North/Far North Region
- Sue Clark, Central Region
- Sue Coleman, LA/Orange County Region
- Fred Critchfield, Bay Region
- Dennis DeRoss, North/Far North Region
- Lyla Eddington, LA/Orange County Region
- Erica Endrijonas, South Coast Region
- Kay Hartig, San Diego/Imperial Counties Region
- Bill O'Rafferty, Desert Region
- Julie Pehkonen, Desert Region
- Claudette Penner, Bay Region

**II. Additions/Deletions to Agenda**

- a. Sue Clark added "Invitation to CCCAOE Conference"
- b. Kay Hartig added "Best Practices Workshop"

**III. Topics:**

***a. Workforce Leaders Institute (Sue Coleman)***

Sue Coleman distributed brochures on an upcoming workshop entitled "Enlightened Leadership: A Transformational Workshop" hosted by the LA/Orange County Regional Consortium. The workshop is scheduled for April 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> at the UCLA Conference Center in Lake Arrowhead. Sue Coleman encouraged the Chairs to distribute to their deans and faculty to attend the workshop as all expenses would be paid for. The presenters are a leadership group that specializes in "change". Sue Coleman indicated that they ask participants for a \$100 personal check which is returned to them at the end of the workshop. Lyla stated that this works best to assure that people who register will attend the workshop. Dennis DeRoss asked if there were any tips on who to recruit for this workshop, and Sue Coleman indicated to identify the deans to help recruit participants. Kay Hartig stated that it would be good experience for the deans to attend this workshop as well.

There is space available for 60 people, however Lyla indicated that they never have denied anyone from attending the workshop. Lyla indicated that if they ended up with 108 people, she may ask the regions to "pitch in." She stated

they also ask participants to bring \$8.00 for the social hour. Sue Coleman stated that each participant would have their own private room.

**IV. Regional Consortia Augmentation (Bill O’Rafferty)**

Bill O’Rafferty asked the chairs if they all were participating in the special populations mini-grants and if the mini-grants were on a competitive basis, and all chairs replied “yes.” Bill O’Rafferty stated that they funded all the projects and still have “lots of money left.” Kay suggested that each region distribute a summary sheet of their funded mini-grant proposals at the next meeting. Fred Critchfield indicated that this was the first time colleges could focus on something specifically for mini-grants. Kay Hartig asked the chairs when processing mini-grants, do they send the recipients a purchase order and the chairs responded “yes.”

Lyla Eddington informed the chairs that the Career Development Advisory Committee is planning to spend the augmentation funds received by the state. She stated that each region’s representative from the Statewide Committee should be helping to utilize these funds.

Kay Hartig asked if any region has been contacted to handle the RHORC augmentation, but everyone replied “no.” Kay stated that the RHORC in San Diego/Imperial Counties is currently located at Southwestern College, however, it will be moving to Grossmont College July 1<sup>st</sup> – the funds will be handled as an augmentation to the Regional Consortium this year.

Sue Coleman indicated that the Work-based Learning online course is going well. It currently has 31 people participating in the pilot project. She extended an invitation to the chairs to participate in the online course. Sue Coleman stated that they could either do a run through on the phone for highlights or send interested participants a guest access to review the online course. Lyla Eddington stated that she will need the “agenda item about the course” no later than January 25<sup>th</sup>.

**V. Discussion Regarding Program Approval Process**

Lyla Eddington distributed LA/Orange County’s protocol for the program recommendation for approval process. Lyla stated that CPEC is kicking back applications if business surveys are a year old.

Lyla Eddington stated their process consists of two steps: Step One—Announcement of Intent; and Step Two—Presentation/Discussion and Recommendation for Approval of New Program. Fred Critchfield mentioned that their region’s colleges send a preliminary via email, and stated that there were cases they just do a first time approval. Kay Hartig stated that the application requires the Regional Chair members to “sign off”, however, she indicated that she has the chair of the Occupational Deans sign the application. The chairs stated they also would prefer to have the chair of their

regional meetings sign the application. Kay Hartig suggested that those regions who prepared a summary sheet for the program recommendation for approval process, to share at the next meeting.

Lyla Eddington stated that she created a template for the two-year review of career education programs. The intent of the template is to have a checklist that contains no more than one paragraph for each area. Kay Hartig indicated that they have started on the same project. Lyla Eddington indicated that Title V code does not ask about the cost of the programs, therefore, they may exclude #5 “Cost of this Program” on the template. Fred Critchfield indicated that they do a mini program review for all programs every year, which then goes to the board in a written format.

*a. In-Service by Chancellor’s Office*

Lyla Eddington discussed the in-service training on the Chancellor’s new handbook, which was “part of their commitment.” She stated to include “Statewide In-Service” as an agenda item at the next meeting with the Chancellor’s Office.

Lyla Eddington believed that the chairs should submit a proposal to conduct something regionally to train a practitioner or dean, or maybe a co-presentation, that focuses in labor market issues.

**VI. Meetings at Spring CCCCAOE Conference**

Kay Hartig stated that they are making their travel arrangements for CCCAOE and asked if the chairs would be meeting Wednesday morning at CCCAOE. It was agreed to have the meeting Wednesday morning, 8:30 – 10:30 a.m.. Tanya Burke will check with Vicki Morrow, Kim Perry, Ronn Farland, and Kay Ferrier to see if they can attend the meeting. Kay Hartig also indicated that they are checking with CCCAOE about getting a bus for Tuesday evening since many people may be arriving the night before.

Sue Clark mentioned that CCCAOE needs 28 hosts for their breakout sessions, and it was agreed that she would assign each chair to a breakout session.

**VII. VTEA Leadership Grant – Special Populations**

Janis Caston stated that the North/Far North Region has the Special Populations contract, and is hopeful that other colleges are interested in the new VTEA Leadership grant for \$100,000 as she does not have the time to implement a new project. She stated that the RFA includes an “assessment of what is going on.” Lyla Eddington indicated that Long Beach may be interested and will contact their representative. Kay Hartig stated she too will contact someone in Region X.

### **VIII. Best Practices Workshop**

Kay Hartig stated that they were contacted by a representative (a consultant hired by Sierra College) requesting to conduct a Best Practices workshop at our regional meeting, and asked the chairs if the same workshop was conducted in their region. Lyla Eddington, Sue Clark, and Tanya Burke all suggested canceling this workshop. Lyla stated that they did not focus on what they said they were going to cover at the workshop, and also indicated that the information they gave was 10 – 20 years old. Kay Hartig stated that she would cancel this workshop that was scheduled for January 18<sup>th</sup>.

The meeting was adjourned at 11:45 a.m.