

REGIONAL CHAIRS MEETING WITH CHANCELLOR'S OFFICE
HOLIDAY INN CAPITAL PLAZA
MONDAY, NOVEMBER 5, 2001
10:00 a.m. – 2:00 p.m.
Minutes

I. Introductions

- Frank Abbott, *VEST Specialist, CCCCCO*
- Bernadette Black, *Assistant, San Diego/Imperial Counties Regional Consortium*
- Sheila Bollenbach, *CCPA II Economic Development, CCCCCO*
- Diane Brady, *Economic Development, CCCCCO*
- Tanya Burke, *Chair, South Central Regional Consortium*
- Janis Caston, *Co-Chair, North/Far North Regional Consortium*
- Sue Clark, *Coordinator, Central Regional Consortium*
- Sue Coleman, *Coordinator, LA/Orange County Regional Consortium*
- Fred Critchfield, *Chair, Bay Regional Consortium*
- Sophie Curtain, *Coordinator, Riverside Community College*
- Dennis DeRoss, *Co-Chair, North/Far North Regional Consortium*
- Geri Douglas, *CCPA II, CCCCCO*
- Lyla Eddington, *Chair, LA/Orange County Regional Consortium*
- Lisa Fassett, *Specialist, CCCCCO*
- Kay Ferrier, *Economic Development, CCCCCO*
- Kay Hartig, *Executive Dean, Cuyamaca College*
- Mike McGee, *Economic Development Specialist, CCCCCO*
- Gary Mendenhall, *Chair, Central Regional Consortium*
- Victoria Morrow, *Vice-Chancellor, CCCCCO*
- Teresa Parkison, *Economic Development Specialist, CCCCCO*
- Julie Pehkonen, *Administrative Support, Riverside Community College*
- Claudette Penner, *Coordinator, Bay Regional Consortium*
- Kim Perry, *Dean, CCCCCO*
- Kathy Pulse, *Economic Development, CCCCCO*
- Lisa Robles, *CCPAI, CCCCCO*
- Ron Selge, *Dean, CCCCCO*
- Dean Smith, *Specialist, CCCCCO*
- Elizabeth Wallner, *Program Coordinator, North/Far North Region*
- Chuck Wiseley, *VEST Specialist, CCCCCO*
- Sharon Wong, *Specialist, CCCCCO*

II. Additions/Deletions to Agenda

None.

III. Topics

a. *Update on BOG Career Ladder Initiative (Vicki Morrow)*

Vicki indicated that the Board has to decide at their November meeting on how they want to react to the redirection issue for the Career Ladder initiative. She mentioned that they have received over 100 letters.

The Consultation Council has met and the Governor had decided on limited restoration to the budget. Vicki stated that the Chancellor's Office strategy is "very limited redirection." They are proposing to "take off the table Economic Development, FSS, and FII" and have to do research on "what is out there for career ladders and build on that."

On a different note, Vicki indicated that they have been asked to make a 10% budget cut in the current year, and 15% cut next year. Consequently, this will affect vacancies at the Chancellor's Office as they will have to remain vacant. There will be salary freezes and a 90% cut in travel that will restrict representatives from the Chancellor's Office to attend regional meetings unless justified, and their capacity to respond in a timely fashion will deteriorate. It was suggested to use electronic communication in lieu of their attendance at the meetings. Gary Mendenhall asked if it would be possible to send their regional representatives questions they might have and in turn have their responses back in writing to present at their regional meetings. Lyla also mentioned that email has worked very well. Vicki suggested that the regional representatives be made available at a certain time during the regional meetings via telephone to answer any questions.

Vicki indicated that the effect of the budget cut would be felt gradually. Kim mentioned that they were planning to create a FAQ page on the website relative to the funds to help field questions.

b. *Economic Development update (Kay Ferrier)*

- Over \$13 million is available for grants.
- Approximately \$3 million is available for JDIF grants that included the new "working poor" definition.
- \$1.4 million of the IDRC funds were set-aside for economically distressed areas. An additional \$1 million in center projects was awarded to colleges in economically distressed areas to begin FY 02-03. The outreach effort has been successful.
- Strategic Initiative Centers: In Spring 2002, ten centers will be up for competitive bid to start in the 2003-2004 fiscal year. Four Centers this year changed hosts. The Centers for Applied Technology has been exempt for three years but will be up for competitive bid.
- Eight districts in state have not received economic development grants.
- There are not a lot of specialized grants this year.
- More members have been added to the Economic Development Program

Advisory Committee. The committee consists of, but not limited to: Foundation representatives, Academic Senate representatives, faculty, industry, labor, CEOs, and ED>Net Director. The Advisory Board membership is more flexible (i.e. it does not mandate 10 CEOs). The next meet is November 8th and 9th.

- Our legislation is being updated. The mission statement, program objectives and strategic initiative areas remain the same. Improvements and clarity were added in these areas: new language makes it clear that this is primarily a Workforce Education Program with an Economic Development Linkage. Impacts on workers, ties to labor and vocational education are more specific as well.
- Lyla Eddington asked if there is an attempt to mold the Statewide Strategic Initiative Advisory Committees with current VTEA Advisory Committees, and Kay responded “yes.”

c. *Status of the 01-02 Augmentation (Kim Perry)*

- Kim Perry distributed a handout on 01-02 Core Indicator Train the Trainer Workshop Participants and asked those regions to forward the names and emails of their trainers they will be sending to the workshop required by the augmentation.
- A budget breakdown of the Regional Consortia Augmentation was submitted to the Chairs. Kim clarified that “In Process” under the Augmentation Status column indicated that the Chancellor’s Office has the paperwork and is In Process on their end.
- The VEST Update report was distributed to the Chairs that included dates from the DRAFT 2001-02 Master Calendar. Highlight dates included:
 - a. November 16th: 2002-03 VTEA IB RFA Specifications Disseminated
 - b. March 22nd: 2002-2003 VTEA IB RFA Proposals due, 2002-03 VTEA IC Tentative Allocations Posted
 - c. August 31st: Final Reports Due.
- Kim indicated that for 2003-04 all Regional Consortias will be in their renewal stage.
- Kay Hartig asked why some years only the workplan and budget were due, and other years a full report was due, and Kim replied that it was due to the changes in the RFA specifications.
- Districts will receive a VTEA IC augmentation for 2001-02 of approximately 2.5% and will be notified early December. The augmentation includes:
 - a. Nursing funds -- \$4 million. Colleges with ADN Programs will submit a plan to expand enrollments.
 - b. Nursing funds - \$1 million. The 8 Regional Health Occupations Resource Centers will be augmented by \$125,000. The purpose of these funds is to develop curricula and provide training into specialty nursing areas.
- CompTIA Partnership. This will allow all secondary/unified school districts, adult education programs, regional occupational centers/programs and community colleges to be members of the CompTIA – JOBS program. The

certification process is a voucher-only program with a minimum voucher order for each certification.

- Kim distributed NASDVTEc's Monthly Electronic Newsletter for November, which discussed the General Accounting Office Releases Report on Workforce Investment Act.

d. Career Development and Coop Ed State Leadership Prof Dev

Ron Selge indicated that the Career Development Advisory Committee would be coordinating workshops in each of the Region.

Ron indicated that the Advisory Committee has put forth recommendations for the Workplace Learning side.

e. Communication Between Divisions and the Regional Chairs

Not discussed.

f. Follow Up Letter RE: Grant Deadlines (Kay Hartig)

Vicki Morrow indicated that she would follow up on the letter sent by Kay Hartig on behalf of the Regional Chairs regarding the grant deadlines. She indicated that they will subject the Instructions, Terms and Conditions to field discussions.

g. Grant Reading Process (Lyla Eddington)

Lyla indicated that the grant reading process for VTEA and Economic Development were different, and highly suggested to maintain consistency between the two grant reading processes. She indicated that her representatives who read for the VTEA grants were able to enable discussion, however was unable to do so for the Economic Development grants. Victoria Morrow indicated that a handbook would be produced indicating what the process should be for grant reading.

h. VTEA IC Digital Signature Demo

Gary Adams has been hired as a consultant to design a web application for online digital signature for the VTEA IC Plan. He indicated they have been testing this pilot project this past Summer and Fall. They conducted an assessment of the local plan which resulted in 150 steps in the application process. However, through process redesign and automation, they were able to cut that number of steps in half. Gary indicated that they moved the project forward into the pilot stage involving the Chancellor's Office and three districts. The development of the module took approximately four to five weeks.

Gary distributed the user guide for the Digital Signature Technology Pilot Project. A few highlights of the project included:

- Automated online application from data input to signature on form via a web browser.
- A wizard is included at the top of the application to help the user through the process.

- A digital certificate is loaded into the PC which identifies and authorizes the user to sign the application.
- Once the basic information (college information, names, etc), is inputted on one page, it would automatically appear on the rest of the pages, therefore, eliminating repeated steps by the user.
- The data in the Budget Summaries would add up automatically.
- The web-based application allows for improved tracking function and less likely of errors occurring.
- Three main elements include: 1) Digital Clerk -- establishes and assigns hierarchy in the signing process. The workflow is automated; 2) Labor and Cross Savings -- improve capability to analyze data and is pre-populated; and 3) Core measures -- consolidates program planning and budgeting; improves system communication and collaboration; improves service to students, and expands access to programs.
- The application is accessed through a web browser.
- A multi-college district has ID numbers to identify each college.
- If you close off early in the process, a menu will pop up notifying the user that the forms are not complete.
- Janis Caston asked if there was spellcheck and Gary Adams replied “no”.
- The Budget Summary is automatically created for each TOP code.
- The 5% administrative costs are taken out automatically on total expenditures.
- The Core Indicator report is pulled automatically depending on the TOP code. Gary Adams indicated that if a college was below the state negotiated level, the number would appear in red with a negative sign.
- If in the third year of the plan you want to make a change, it will allow you to access the application on the web and make those changes.
- On the budget sheet, it will notify you if you are spending too much or too little.
- The digital signature can be assigned to an assistant for completion.

Kim Perry indicated that the project is winding down and Gary Adams is preparing a cost analysis report to present to them. She stated that it depends on how much this development will cost before the Chancellor’s Office will decide to implement this project.

The Chairs asked how the training would be conducted, and Gary Adams indicated that the Wizard makes “walking through the application very easily.” He also suggested conducting a presentation at the Regional Occupational Deans’ meeting.

IV. NEXT MEETING

The next meeting is January 7, 2002, at the Doubletree Hotel, Ontario Airport. LA/Orange County will be hosting the meeting.

The meeting was adjourned at 1:30 p.m.