

**OCCUPATIONAL DEANS' AND ECONOMIC DEVELOPMENT PRACTITIONERS
MEETING
SAN JOSE DOUBLETREE
THURSDAY, MARCH 13, 2003**

AGENDA

2:45 - 4:45pm REGIONAL MEETINGS

I. Welcome/Introductions

Cassie Morton

Victoria Hankins, Project Specialist, Customer Service Academy, Cuyamaca College
Vivian Bogue, Manager, SD REBRAC, Cuyamaca College
Fred Allen, Sr. Dean, Business and Professional Studies, Grossmont College
Carrie Clay, Dean-Assist/ROP, Grossmont ROP
Natalie Ray, Tech Prep Counselor/Coordinator, GCCCD
Jean Kaput, Director Tech Prep, MiraCosta College
Lynne Ornelas, Associate Dean, Tech Prep, SDCCD
Kathy Pulse, Program Assistant, Economic and Workforce Development Program, CCCCCO
Anthony Zambelli, Business/Economics Instructor, Cuyamaca College
Lisa Fassett, Specialist, Vocational Education, CCCCCO
Cassie Morton, Dean Business, Information Technology & Cosmetology, SD City College
Mary Wylie, Dean, Economic Development, Southwestern College
Kay Hartig, Executive Dean, Educational Development & Services, Cuyamaca College
Mollie Smith, Interim Director, Vocational & Apprenticeship Programs, Palomar College
Liz Dernetz, Project Coordinator, I CAN, SDCCD
Michelle Turner, Administrative Coordinator, San Diego/Imperial Counties Regional Consortium, Cuyamaca College

Cassie Morton called the meeting to order.

II. Approval of Minutes of February 20 & 21, 2003

Cassie Morton

Kay Hartig requested to postpone reviewing the minutes from February 20 & 21 until the April 11 meeting. Cassie Morton seconded.

III. CCCAOE Report

Mollie Smith

Mollie Smith made the CCCAOE report for Wilma Owens. The CCCAOE staff requested feedback from each region about the upcoming conference and provided each representative with a questionnaire. Mollie requested answers to the CCCAOE questions regarding conference structure and attendance. Mollie stated that Wilma Owens's would be requesting regional information from the deans to showcase on the CCCAOE website. Mollie stated that there has been a student complaint with regards to using a student's social security number for identification purposes. Lisa Fassett from the Chancellor's Office suggested using a different identification number for tracking purposes. Mollie discussed the importance of notifying MIS on campus and the Chancellor's Office of a TOP code change to ensure that all program information is converted. Mollie provided a handout to Michelle

Turner for distribution about the NCWE (National Council for Workforce Education) Job Description for State Representatives.

IV. **Report on Services in Region**

Economic Development

Vivian Bogue provided a report on REBRAC. Despite the challenges with the budget constraints, they have developed curriculum for Hazardous Waste and are moving forward with job training. She also mentioned the great website, employee and employer input and maintaining FTEs.

Fred Allen stated that Grossmont College was developing a new program to train doctors from foreign countries as nurses. These foreign doctors may not become certified as doctors in this county, however may become certified RN's.

Vickie Hankins discussed the Customer Service Academy as a regional collaborative who serves the entire region. Vickie stated that the CSA was originally funded by an economic development grant, which expires in June. They are currently offering classes at Kaiser and Viejas casino. Tony stated that he attended the leadership meeting, will probably apply for another ED-Net grant with CSA still being a collaborative academy, and may expand from non-credit to fee-based and contract ed courses.

Mary Wylie discussed the Small Business Development Centers at MiraCosta, Southwestern and Imperial Valley College as satellites who are working with existing businesses to provide one on one business counseling and assistance. According to Mary, there were 1500 clients who required 700 hours of one on one counseling, help with creating business plans, assistance with fixing their credit and job creation. The colleges provide hundreds of workshops per year that include the ABC's of exporting. She mentioned that this program is well respected due to the results and works well as a collaborative. The funding is dollar for dollar by FSBA. They also have a Resource Center for faculty who teach entrepreneurial training. They are also connecting colleges with ED-Net initiatives.

Liz Dernetz talked about the ETI project. According to Liz, part of it is collaborating with a Southwestern JDIF grant for those students coming out of welfare and needing training in order to get a job. JDIF funding gives financial funding to employers so their staff would get more training onsite or offsite. Training would allow some staff a chance to move up.

V. **Brainstorm Regional Needs and Projects**

Kay Hartig & All

Kay Hartig received an email from Katherine Swenson asking if there are other things we need to be doing as a region to connect needs and projects. Kay suggested the concept of a grid to know what each college is doing. Mary Wylie suggested using career ladders and conducting a gap analysis of areas listed in the career brochure. Palomar is checking out what is in the "Looking for a Career" brochure, ROP and high school programs per region. Lynne Ornelas stated that it would be a great project for Tech Prep to work on.

Tony stated that we should be doing more to market our programs. He provided examples regarding the BOT program. Under the special populations grant, this program would have OEOE courses, therefore the Customer Service Academy needed to advertise to get more participation. They marketed this program using the regional consortium 800 number as well as placed ads in the employment guide. Tony stated that it had really good response. Tony stated that they try not to schedule single session classes in the same semester. A student that needs a real estate course can go to any other college to receive the training.

VI. Regional Consortium Report

Kay Hartig

a. Regional IT Advisory Meeting – April 3, 2003

Kay mentioned that the Regional Consortium in conjunction with the SD4C would be hosting the Regional Information Technology Advisory Meeting on April 3. She stated that we are conducting this based on their request again and will need people to facilitate and record. Kay mentioned that we sent letters to over one hundred industry leaders and that the regional consortium budgeted \$2500 for this event. She stated that this program must have faculty ownership and not regional consortium to take ownership.

Kay requested information regarding Tech Prep meetings and the reporting process. Lynne Ornelas will report Tech Prep activities at the next Occupational Deans meeting. Carrie Clay mentioned having ROP periodically provide a report at least twice a year.

VII. Chancellor's Office Report

Lisa Fassett & Kathy Pulse

Lisa Fassett provided the Chancellor's Office report. Lisa stated that the 03-04 federal budget has been approved with a small increase in local assistance funds for 03-04. Preliminary allocations will be posted to the web by mid-March. According to Lisa, the State budget impasse continues, and Merlyn Newlin will discuss the Perkins reauthorization tomorrow.

She apologized that several colleges were inadvertently left off the 2nd Quarter Honor Roll. Those colleges are acknowledged in Memo 03-03R and have been added to the honor roll page of the website.

The 03-04 IC Local application and quarterly report forms will be available at the VEST website by March 20. There are minimal changes. She mentioned that if you are not on the AOE list and are interest in receiving VTEA correspondence, you may subscribe to VEST list serve.

Lisa mentioned that the money for the AmeriCorps RFA was reduced to just less than 1 million; therefore, there would only be funding for 10 colleges to be involved. The deadline for applications is April 14, 2003. Only campuses that submitted a Letter of Intent to Participate are eligible to apply.

Lisa mentioned that Joyce Arntsom out of Irvine College stated that there are funds under 15 grants to build high schools on college campuses with half a million dollars going to each college

over a five-year period with one year for the planning phase. The high schools are for students that are high risk in the 9th grade. Lisa will forward more information.

Kay Hartig asked if Lisa Fassett and Kathy Pulse would like us to continue using telephone conferencing at the Occupational Dean's meetings. The Occupational Deans prefer to have all three representatives of the CCCCCO at the deans meeting. Lisa stated that she would prefer to have a video conference instead.

Kathy Pulse stated that the mid-year bill has gone to the governor, and there have been no cuts to Economic Development for this year.

Kathy stated that there are many problems with doing extensions. She stated that non-approval of the budget is not a justifiable excuse for giving extension, which would not be a verifiable excuse in the 03-04 instructions.

Kathy also requested that those interested in being a grant reader, complete the application and mail back to Kathy or Teresa Parkinson by April 4.

VIII. **Old Business**

Cassie Morton

NONE

IX. **New Business**

Cassie Morton

Vickie Hankins mentioned that Scott Hammer and Michael Ward from ED-Net would be interested in providing "Nuts and Bolts of Contracting with Business" session for the San Diego region. The cost is \$25 per person and they need at least 10 people in attendance. Vickie asked if anyone would be interested and will forward the information to Michelle Turner for distribution.

VTEA Statewide Advisory Committee is conducting a meeting on April 4 from 9:30AM - 4:30PM meeting to discuss "Covering TOP Codes 0900-0999". Kathy Pulse stated that if a school has restricted travel, they would reimburse.

X. **Other**

Cassie Morton

NONE

XI. **Announcements/Other Items/Adjournment**

Lynne Ornelas requested that Michelle Turner add her name to the Occupational Deans list. Cassie Morton adjourned at 4:35pm.

Next meeting: April 11, 2003 at the San Diego Community College District