

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT, ROOM 272
FRIDAY, MAY 16, 2003**

MINUTES

I. Welcome/Introductions

Mary Benard

Cassie Morton, Dean, Business, Information Technology and Cosmetology, SD City College
Dr. Eileen Kraskouskas, Dean, Career and Technical Education, MiraCosta College
Fred Allen, Sr. Dean, Business and Professional Studies, Grossmont College
Gonzalo Huerta, Dean of Instruction for Applied Sciences, Imperial Valley College
Dr. Kay Hartig, Executive Dean, Educational Development & Services, Cuyamaca College
Jean Kaput, Director, Technical Preparation, MiraCosta College
Lisa Fassett, Specialist, Vocational Education, CCCCCO
Lois Bruhn, Manager, Economic & Workforce Development, SDCCD
Margie Fritch, Workbased Learning, San Diego Community College District
Mary Benard, Dean of Technical Careers and Workforce Initiatives, SD Miramar College
Mary Wylie, Dean, Economic Development, Southwestern College
Michelle Turner, Administrative Coordinator, SD/Imperial Counties Regional Consortium
Wilma Owens, Dean, Vocational Technology, Palomar College

Mary Benard called the meeting to order at 9:10am.

II. Approval of Minutes from April 11, 2003

Mary Benard

Motion: That the Minutes from the April 11, 2003 meeting be approved. Motion made by:
Gonzalo Huerta. Seconded by: Fred Allen. Voted on and approved unanimously.

III. Program Approvals

Mary Wylie from Southwestern College stated that the following program approvals were at the verbal level. Medical Office Professional has five areas of emphasis which are Medical Coding Specialist, Medical Insurance Specialist, Medical Transcription, Medical Word Processing Specialist and Medical Interpretation & Translation (English/Spanish). The second program is Legal Office Professional – Bi-lingual which has an added area of emphasis with Legal Interpretation & Translation Specialty. Mary will provide the number of units for the Medical Office Professional at the next meeting.

IV. CCCAOE Report

Wilma Owens

Wilma Owens provided the CCCAOE Report. She stated that the board has not met yet but will meet June 11 & 12. She mentioned that the CCCAOE members have had lots of discussions via email with regard to continuing the fall and spring conferences next year. The decision was made that CCCAOE will cover the costs if fewer members attend the fall conference due to the budget cuts. Another topic of discussion was how to configure the spring conference to get more

attendance from members and CIO's. Wilma will email Michelle Turner for distribution to the Occupational Deans, if something important is discussed at the June meeting.

V. Regional Consortium Report

Kay Hartig

a. Occupational Deans Annual Calendar 2003-2004

Kay Hartig provided and reviewed the Occupational Deans annual calendar for 2003-2004. She reminded the deans that these meetings are usually conducted on the third Friday of each month. She requested a confirmation that the deans would like to have the retreat next year. All of the deans agreed to keep the retreat, however they would like to change the work schedule on Thursday from 1pm until 5pm with dinner at 7pm. Kay mentioned that the CCCAOE Spring Conference will be determined at a later date. The deans recommended and approved to change the April meeting to April 23 rather than April 16. Kay requested that Michelle Turner update the calendar and email a final copy to the deans.

b. "Looking for a Career" Brochure

Kay Hartig stated that the corrections were sent to the printers. Michelle Turner will send to each dean the proof for review. Kay provided and reviewed the "Looking for a Career Brochure Distribution List". Mary Benard wanted only 4,000 for Miramar College and requested that the remaining 2,000 be given to Margie Fritch for the high schools. Gonzalo Huerta wanted only 3,000 for Imperial Valley College and requested that the remaining 3,000 be given to Margie as well.

c. Occupational Deans' Roles/Responsibilities - Final

Lois Bruhn

Lois Bruhn requested to discuss WEDCO with regard to the Occupational Deans' roles and responsibilities. Kay Hartig stated that the final draft of the Occupational Deans Roles/Responsibilities document will be provided at the September 19 meeting. Mary Wylie asked if we could broaden the role of this group and absorb the responsibilities of WEDCO. Lois requested an ad hoc meeting to represent Occupational Deans, Economic Development Practitioners and WEDCO with the goal to create one group to represent at SDICCCA meetings. According to Lois, SDICCCA stated that we cannot change or disband WEDCO because they provide representation at SDICCCA meetings. Mary Wylie stated that the ad hoc group would make recommendations to change the roles and responsibilities of the Occupational Deans to include WEDCO. Lois Bruhn will meet with the ad hoc group consisting of Mary Benard, Cassie Morton, Mary Wylie and Gonzalo Huerta. Mary Benard agreed that the Occupational Deans would assume duties assigned to WEDCO. Michelle Turner will email the revised list of duties of the Occupational Deans to Lois Bruhn and Mary Wylie. They will revise these roles and responsibilities to include WEDCO duties. A revised list of duties will be presented at the September Occupational Deans' meeting. Michelle Turner will add this topic to the September agenda.

Lisa Fassett provided and reviewed handouts for VTEA IC Local Application/Final Report Tips, Final Report Instructions, Local Application Summary Checklist, Tentative 2003-2004 VTEA, Title I, Part C, Allocations and Meeting 8 Required Uses of Funds. The Meeting 8 handout will help to explain how you met the requirement. Lisa would Email Michelle Turner with the web site link for local applications. The Occupational Deans agreed to conduct a mini-seminar with Chuck Wiseley during an Occupational Deans' meeting to discuss allocations and guidelines. Each college will bring a MIS representative to this meeting. Given the Chancellor's Office budget and tightened travel policy, Lisa will research this possibility. Another suggestion was to have this meeting at the CCCAOE Fall Conference or conduct a teleconference with the Chancellor's Office.

Lisa also stated that there may be more money for Regional Consortium in the amount of \$75,000 of federal funds from the San Diego County STC Partnership that would have to be spent by September. Kay Hartig requested an Email by Tuesday, May 20 from the Occupational Deans regarding possible ideas on how to spend these regional dollars. Kay verified that it cannot be used for equipment but possibly for professional development activities.

a. Local Application and Final Report

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VII. Old Business

BioTech Brochure

Eileen Kraskouskas provided a black and white draft of the Biotechnology brochure. She requested that the deans make their changes in pencil on the draft and return today. Eileen requested that corrections from faculty be sent via email.

Margie Fritch requested the final report guidelines for special population's mini-grant be sent to her via email for review.

VIII. New Business

a. Chair Elect

Mary Benard requested nominations for the Chair Elect. Gonzalo Huerta nominated Fred Allen. Cassie Morton second it. All of the Occupational Deans approved Fred Allen as the Chair Elect.

b. Apprenticeships

Eileen Kraskouskas stated that MiraCosta College has been approved to have a firefighting apprenticeship training program. MiraCosta faculty will not deliver the training instead it will be conducted by the California Joint Firefighter Apprenticeship Committee. According to Eileen, they conduct the training for 60 different occupations onsite and the money goes to the college. The college just has to ensure that the training has been completed. Eileen will forward additional information to Michelle Turner for distribution. The fee is \$4.86/hr. Note: Michelle Turner will add Firefighting Programs to the September agenda for further discussion how these programs differ per college.

c. Speak for Region at the Statewide Advisory Committee meeting

Gonzalo Huerta wanted to talk about regional participation at the June 6 Statewide Advisory Committee meeting with Marshall Carvanaugh. This meeting is for certification of electrical programs. Gonzalo stated that Imperial Valley does not have this program. Additionally, the unions stated that community colleges are not qualified to teach electricians. Gonzalo stated that if any college has present issues with TOP code 900 programs, they should attend. Cassie Morton will confirm if Armando Abina will be attending.

IX. Announcements/Other Items/Adjournment

Margie Fritch stated that because of the Regional IT meeting, she was able to make contact with individuals who work for the UCSD Extension. A meeting will be conducted on the second week of June to discuss articulation between the various colleges and UCSD. Margie Fritch will send details about this meeting to Michelle Turner for distribution. Interested individuals should contact Margie regarding attendance and participation

Margie Fritch stated that the Winter Institute will be conducting a writing workshop the week of January 12. It is a minimum of 40 hours and located in the LRC. For additional information, individuals will need to contact Margie Fritch.

Kay Hartig moved for adjournment at 12pm. Mary Wylie second it and all approved.

Next meeting: September 19, 2003 at the SDCCD, Room 272.