

**OCCUPATIONAL DEANS AND ECONOMIC DEVELOPMENT
PRACTITIONERS MEETING
RED LION HANAIEI HOTEL, PARADISE ROOM
FRIDAY, NOVEMBER 15, 2002
9:00 a.m. – 12:00 p.m.**

MINUTES

9:00 a.m. – 9:45 a.m. Occupational Deans

I. Call to Order/Introductions

Mary Benard called the meeting to order at 9:15 a.m.

Those present were:

- Irma Alvarez, Southwestern College
- Randy Barnes, SDCCD
- Mary Benard, San Diego Miramar College
- Bernadette Black, Cuyamaca College
- Lois Bruhn, SDCCD
- Leonard Fabian, Imperial Valley College
- Scott Hammer, ED>Net
- Kay Hartig, Cuyamaca College
- Lois Knowlton, Grossmont College
- Eileen Kraskouskas, MiraCosta College
- Otto Lee, San Diego Mesa College
- Cassie Morton, San Diego City College
- Wilma Owens, Palomar College
- Kathy Pulse, Chancellor's Office
- Stan Schroeder, Grossmont College
- Mollie Smith, Palomar College
- Mary Wylie, Southwestern College
- Anthony Zambelli, Cuyamaca College

II. Approval of Minutes from October 10, 2002 @ CCCAOE

The Minutes from the October 10th Occupational Dean's meeting were approved.

III. Program Endorsements

a. Cuy-Water/Wastewater Technician (First/Second)

Kay Hartig indicated that the program documents were emailed to the committee prior to the meeting. Cassie Morton asked if San Diego Mesa has deactivated their program, and Otto Lee responded "no" and that they are still working on some procedures/policies (i.e. they may have to offer one more course for students who are one course to completion.). The program was moved for approval.

- b. *IVC-Librarian Technician (Verbal)*
On behalf of Gonzalo Huerta, Leonard Fabian indicated that Imperial Valley College is working on a Librarian Technician program and stated that the electronic version will be submitted before the December meeting.
- c. *Pal-Public Works Management (Verbal)*
Wilma Owens indicated that she sent via email a description of Palomar's Public Works Management program, which will be ready for approval next month. Lois Knowlton asked if there was a need for supervisors, and Mollie Smith replied that they conducted a county-wide survey and determined that CalTrans and other city public works has hired 40 supervisors annually.
- d. *SWC-Exercise Technician /Fitness Technician (First reading)*
Irma Alvarez distributed the program materials and indicated she would bring the program back to the December meeting for approval.

IV. Old Business

- a. *Joint Occupational Deans and CIO Meeting*
Kay Hartig distributed a handout on agenda items for the joint Occupational Deans and CIO meeting, which is scheduled December 13th at SDDCD, room 300. She asked for suggestions on the format for the meeting (i.e. open dialogue, etc). Eileen Kraskouskas asked if the deans were supposed to make recommendations at the joint CIO meeting.

Kay Hartig suggested assigning an agenda topic to a dean. The following has been agreed upon by the deans:

Planning for the Future

- I. Articulation Agreement – *Margie Fritch*
 - a. 2+2
 - b. Tech Prep
 - c. College to College

Sharing Practices

- II. Programs
 - a. Program Elimination – *Eileen Kraskouskas*
 - b. Program Initiation – *Eileen Kraskouskas*
 - c. Vocational Education Programs Exceeding 60 units for Degree—
Cristina Chiriboga

Discussion

- III. General Education and Vocational Education Specialty Scheduling Mix – *Lois Knowlton*

Information

- IV. Workforce Alliance – *Kay Hartig and Mary Benard*
- V. Regional Collaborations – *Lois Knowlton (addition to agenda)*
- VI. Ed. Code Title V Program Review

Wilma Owens suggested adding Ed. Code Title V program review, and Kay Hartig agreed to bring samples of GCCCD's two-year presentations.

Order of the Agenda:

Sharing Practices

- I. Programs
 - a. Program Elimination—*Eileen Kraskouskas*
 - b. Program Initiation—*Eileen Kraskouskas*
 - c. Vocational Education Programs Exceeding 60 units for Degree—*Cristina Chiroboga*

Discussion

- II. General Education and Vocational Education Specialty Scheduling Mix—*Lois Knowlton*

Planning for the Future

- III. Articulation Agreements—*Margie Fritch*
 - a. 2+2
 - b. Tech Prep
 - c. College to College
- IV. Regional Collaborations—*Lois Knowlton*

Information

- V. Workforce Alliance—*Kay Hartig and Mary Benard*
- VI. Ed. Code Title V Program Review – *Kay Hartig and Lois Knowlton*

V. New Business

a. Occupational Dean's Role

Kay Hartig distributed a handout listing the role and responsibility of the Occupational Deans, as requested by Mary Wylie, and asked the deans to review for any changes or additions. The following were suggestions made by the committee:

- Lois Knowlton suggested adding “articulation with high schools and outreach”, and “contract education.”
- Kay Hartig added “Occupational Dean liaison for Regional Consortium.”
- Tony Zambelli suggested adding “single point of contact for faculty”

Mary Wylie indicated that there needs to be one point of contact for all vocational education and economic development programs at each college, so representatives in the industry knows who to contact. She stated that if an occupational dean is not responsible for economic development, then they need to be a liaison with someone who is responsible for economic development. Lois Knowlton suggested adding this piece to the joint CIO meeting, and Mary Benard agreed that this handout could be distributed to the CIOs for informational purposes only. Kay Hartig indicated that this would not be ready to give to the CIOs and recommended that this be put on the agenda for the February retreat. Mary Wylie agreed to email an introductory paragraph to Kay Hartig.

- b. *Perkin's Reauthorization Hearing*
Kay Hartig distributed a handout taken from the Chancellor's Office's website on the Perkins Reauthorization Hearing.
- c. *Workforce Development Instructional Equipment Grant Bidder's Videoconference*
Kay Hartig indicated that Cuyamaca College will be hosting a Bidder's videoconference for Workforce Development Instructional Equipment Grants on December 6th, 10:00 – 12:00 in the TLC. She stated that a parking pass will not be necessary if the participants have their own college parking permit.

9:45 a.m. – 10:45 a.m. Joint Meeting

I. CCCAOE Vice-President's Report

Wilma Owens indicated that the Spring 2003 CCCAOE conference in San Jose will be a joint conference with ED>Net. She stated there is a call out for presentations and could find this information on their website at: www.cccaoc.org

II. Regional Consortium Report

- a. *College Mini-Grant Contacts and Accountability*
Kay Hartig indicated that future mini-grant RFAs will include a signature line for the Occupational Deans so each dean knows if a mini-grant proposal has been submitted by their college.
- b. *Regional IT Advisory Committee Breakfast Meeting*
A handout was distributed listing the items discussed at the last Regional IT planning meeting (participants included: John Hammond, Cassie Morton, Kay Hartig, Cynthia Scott and Bernadette Black). Cassie Morton indicated the next SD4C meeting is December 7th at San Diego Mesa College.

Kay Hartig asked for each college's Dean of Information Technology so they can be contacted regarding the Regional IT Advisory Committee meeting:

Cuyamaca: Madelaine Wolfe
 Grossmont: Lois Knowlton/Stan Schroeder
 IVC:
 MiraCosta: Joe Moreau
 Palomar: Lee Kirkoff
 SDCCD: Margie Fritch
 San Diego City: Cassie Morton
 San Diego Mesa: Otto Lee
 San Diego Miramar: Berta Cuaron
 Southwestern: Irma Alvarez

Eileen Kraskouskas asked if the Regional IT Advisory Committee could be held somewhere more centrally located for North County, and a few suggestions were

hotels located in University City: Embassy Suites, Marriott and Radisson. The deans agreed to check on the hotels.

Eileen Kraskouskas asked if the Regional IT Advisory Committee would review curriculum, and Cassie Morton replied that there would be an electronic review. Kay Hartig indicated that they would conduct a paper survey at the Regional IT Advisory Committee meeting. Lois Bruhn suggested adding “labor market” to the roundtable discussions.

Tony Zambelli suggested getting a speaker to talk about soft skills and customer service skills. Stan Schroeder indicated that the Regional Technology Alliance has a newsletter that is emailed to 10,000 subscribers, and suggested we contact them to help sponsor the meeting.

c. Approved Mini-Grants

Kay Hartig distributed a summary sheet on the approved Special Populations and VTEA and Economic Development mini-grants. She stated that there is still \$4204 available for special populations, and \$6728 available for economic development. It was agreed to send out the RFAs again to the region. A copy of the PR for the approved mini-grants was given to the appropriate dean.

III. Chancellor’s Office Report

Kathy Pulse, Chancellor’s Office

The VEST update was emailed prior to the meeting. The Board of Governors approved the expenditure plan for 2003-2004. Kathy Pulse indicated that there are 15 Centers up for competitive bid. She stated that as part of the cut drill, they will no longer be doing a year out competition.

There are two statewide Economic Development ED>Net grants: 1 - \$400,000 for support services and economic development advisory committee, and 1 - \$100,000 to support data collection. The project will start July 1, 2003.

IV. New Business

a. Economic Development Regional Meetings

Wilma Owens indicated that a survey was conducted region-wide to determine whether or not the Economic Development Practitioners wanted to continue meeting with unclear directions resulting. Wilma Owens suggested limiting the Economic Development Practitioners to one separate meeting annually. Mary Wylie believed that an assigned occupational dean should be present at these meetings. Eileen Kraskouskas stated that this is not important for MiraCosta College. Kathy Pulse showed some concern about the lack of participation from the Economic Development Practitioners, and stated that the region needed to decide on how to approach this. Kay Hartig indicated that the Regional Consortium has previously conducted the Economic Development Practitioner’s meeting after the Occupational Deans, and now combines the meeting with the Occupational Deans, and Tony Zambelli felt that a joint meeting is ineffective.

Scott Hammer indicated that the attendance is based on the agenda, and what value the participants could bring back with them. Mary Wylie suggested leaving the Economic Development Practitioners with WEDCO. She stated to have one person from each initiative give a presentation at the WEDCO meeting. Kay Hartig asked what WEDCO's objectives were and who the representatives were.

b. Appointment of Lead Dean for Clusters/Workforce Alliance

Kay Hartig indicated that the Workforce Alliance has put together a matrix of representatives from the community colleges. She stated that they want one community college dean to represent the region. Mary Benard stated that she thought the president at each college were going to identify their representatives. Kay Hartig agreed to check into this.

10:45 a.m. – 12:00 p.m. Economic Development Practitioners

I. Approval of April 19, 2002 Minutes

The Economic Development Practitioner's portion of the April 19, 2002 Minutes were moved for approval.

II. Program Updates

a. Advanced Transportation Center – Mary Benard

On behalf of Greg Newhouse, director, Mary Benard gave a brief update on the ATC and stated that their focus is on alternative fuels (i.e. bio-diesel, clean fuel, and natural gas). She stated that a grant request has been submitted to undertake three alternative fuel training programs. She stated that an electrical vehicle has been donated to the campus.

b. Customer Service Academy – Tony Zambelli

Tony Zambelli indicated that all community colleges are participating in the Customer Service Academy. He stated that they promote the program countywide through the Union Tribune, local Chamber of Commerce newspapers, and the San Diego Business Journal. He stated that Grossmont maintains the website, and a toll free number is provided to refer students to the appropriate college. Tony Zambelli indicated that they have had over 1000 students since January.

c. New Media Center – Cynthia Scott (absent)

An update was emailed to the committee.

d. REBRAC – Vivian Bogue

Vivian Bogue indicated that REBRAC will be offering three additional courses on pollution for small businesses, radiation, and homeland defense (i.e. bio-terrorism, operation response).

e. *RHORC – Stan Schroeder*

Stan Schroeder indicated that Southwestern College has had RHORC the last five years, which is now located at Grossmont College. Bob Yarris is the new director for RHORC and recommended that he be invited to the Economic Development Practitioner’s meeting. He stated that they are working with industry and community colleges to identify health related needs in the region. He stated that they are in the implementation stage for “welcome back” which helps international trained health career providers to find jobs in California.

f. *Small Business Development and International Trade Center – Mary Wylie*

Mary Wylie distributed a handout on the Small Development and International Trade Center (SBDITC). She stated that they are conducting a workshop on “Utilizing a Foreign Degree.” She stated MiraCosta College has the north SBDITC. She indicated that referrals from south of highway 8 are sent to Southwestern College, and those from the north are referred to MiraCosta College. Mary Wylie indicated that they have 1200 clients and 7000 hours of one-on-one counseling. Eileen Kraskouskas indicated that MiraCosta College will be looking for a new director for their SBDITC.

III. Old Business

Scott Hammer indicated that Region X is well represented at the statewide Contract Education meeting by Teri Safranek and Robin Carvajel. The committee’s focus was on: increase revenue, retention and system-wide support. He stated that \$54 billion is spent nationally by businesses on training development, and \$15 billion of that amount is spent on outsource training and development.

IV. New Business

a. *Customer Service Academy Statewide*

Tony Zambelli indicated that he has 15 colleges, in addition to the nine community colleges involved now, that are interested in a statewide Customer Service Academy, and will be applying for the IDRC grant to help fund this project.

V. Other

The AACC is conducting a Workforce Development Institute on January 29-February 1, 2003. For more information, go to: www.aacc.org

VI. Adjournment

The meeting was adjourned at 12:15 p.m.

Future agenda items: labor market information