

**REGIONAL CONSORTIA CHAIRS RETREAT  
HUMPHREY'S HALF MOON INN AND SUITES, SAN DIEGO  
MONDAY – TUESDAY, JULY 22 – 23, 2002**

**MINUTES**

*Host: San Diego/Imperial Counties Region*

**Monday, July 22, 2002**

**12:00 p.m.    Lunch**

**1:15 p.m.    Meeting**

**I.    Welcome and Introductions**

Kay Hartig called the meeting to order at 1:15 p.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
- Susan Coleman, LA/Orange County Region
- Fred Critchfield, Bay Region
- Sophie Curtin, Desert Region
- Lyla Eddington, LA/Orange County Region
- Lisa Fassett, Chancellor's Office
- Kay Hartig, San Diego/Imperial Counties Region
- Sandra Mellor, Bay Region
- Gary Mendenhall, Central Region
- Bill O'Rafferty, Desert Region
- Ron Selge, Chancellor's Office

**II.    Chancellor's Office Update**

- Victoria Morrow is now the Executive Vice-Chancellor at the Chancellor's Office. Ron Selge indicated that it will most likely be 30 to 45 days until her old position is filled.
- California Department of Education (CDE) is moving ahead and polling the colleges regarding the new Perkins act. Ron Selge suggested that the Chairs email the CDE what direction they want to go in terms of that bill.
- Ron Selge stated that Career Ladders is still alive and has intense board interest. They are going to look at how career ladders already exist in community colleges.

**III.    Chancellor's Office Funding**

- Ron Selge stated that the Chancellor's Office has bought 40 slots at the California Workforce Association Conference in Monterey, September 11 – 13, 2002. He indicated that four slots will be allotted per region. The registration cost is \$425, which is paid for by the Chancellor's Office, however each region will have to pay

- for the travel expenses. He stated that they will send out an official email shortly. Bill O’Rafferty asked if it was an expectation for the chairs to attend and Ron Selge replied “no.” Gary Mendenhall asked if there was an expectation for the four attendees to “do something else down the road” and Ron Selge replied “no.”
- Dennis DeRoss asked that if their region could not come up with people to send to the conference if they could make it available to other regions, and Kay Hartig replied that “we usually share with other regions if we cannot use the money.”
  - Ron Selge indicated that WIA may have additional funds for the regions to conduct regional capacity building collaboratives, and would know more in a couple of months. He stated that there may be approximately \$60,000 per region.
  - Kay Hartig asked if the libraries will be getting TTIPP money and Ron Selge stated to contact Patrick Perry at the Chancellor’s Office.

#### **IV. Special Populations Augmentation 2002-2003**

Lisa Fassett distributed copies of an email containing information on the final reports for the Special Populations mini-grants for 2001-2002. She stated that the final reports should be e-mailed to Sharon Wong at the Chancellor’s Office.

Lisa Fasset stated that the Special Populations augmentation for 2002-2003 will be emailed to the chairs by July 31, 2002. She indicated that Sharon Wong has put together the RFA that will go from the Regional Chairs to the grantee. Lisa Fassett suggested awarding the mini-grants by November 30, 2002. They are adding to the RFA guidelines in the appropriate use of VTEA funds. She stated that the funds could not be used to pay for scholarships, equipment purchases, and out-of-state travel must have prior approval from by the Chancellor’s Office. Lyla Eddington asked how the Regional Consortia received this augmentation and Lisa replied “because there was carryover money” and decided that this would be the best way to allocate the money. Lisa Fassett indicated that the mini-grants can fund up to \$10,000 per college, or \$20,000 for a collaborative. Kay Hartig suggested rewording it to say “up to \$5000” to allow more projects.

Kay Hartig asked the Chairs to e-mail their summaries on the special populations mini-grants for 2001-2002 to Bernadette Black by the end of July. Bernadette will distribute to all chairs so ideas can be shared.

#### **V. Quarterly Reports**

Ron Selge indicated that they have done studies on looking at an automated process for the quarterly reports. He stated that the Chancellor’s Office will be asking each region to mail in a signature papercopy of the quarterly reports as well as a copy in an Excel spreadsheet. The forms are on the website. Kay Hartig indicated that some set of guidelines should be set to make all state reports the same, and Ron Selge replied that they are looking into standardization.

**3:00 p.m. Cookie Jar Break**

## VI. Augmentations in 2001-2002

- **Career Development/Work Based Learning**

LA/Orange County Region

Lyla Eddington indicated that they utilized these funds to develop an online Work-Based Learning course, which received positive feedback from the 60 people who have completed the course. They also sponsored a Career Development Counselors workshop, which was successful. Funds were also used to send representatives to the Career Development Summit.

North/Far North Region

Janis Caston stated that they used their funds to send 13 faculty and staff members to the “Making Career Connections” workshop. They also partnered with the LA/Orange County region on the online Work-Based Learning training course.

South Central Region

Tanya Burke indicated that they provided funding for counselors to attend meetings throughout the year. She stated that they also had faculty participate in the online Work-Based Learning training.

Desert Region

Bill O’Rafferty indicated that they provided funds to conduct a “Counselor to Counselor” training day where high school counselors met with college counselors.

Central Region

Gary Mendenhall indicated that they conducted a workshop on “Thinking Outside the Box: How to Help Students Prepare for Careers in the 21<sup>st</sup> centuries.” Instructors, counselors, and state universities were all invited. They also conducted one workshop on Service Learning.

Bay Region

Fred Critchfield indicated that they had a conference on Work-Based Learning entitled “Work-Based Learning and Experiential Education.” They had 90 in attendance. They also hosted a Career Education workshop where counselors from the regions were invited

San Diego/Imperial Counties Region

Kay Hartig mentioned that funds were also used to co-sponsor the SDIVCCA conference where Dr. Rich Feller was the keynote speaker. Funds were also used to send representatives to the Career Development Summit and support faculty and staff members to participate in the Joint CCEIA and CPA conference. Lastly, Kay Hartig indicated that they utilized funds and hired a consultant to conduct a research project on the Career Development centers in the California Community Colleges.

- **Core Indicators Training**

- LA/Orange Counties Region

Lyla Eddington stated that two core indicator training workshops were conducted in each region, and had 30 participants in each workshop. She stated that the training received positive feedback.

- North/Far North Region

Janis Caston and Dennis DeRoss stated that they conducted four core indicator training workshops.

- South Central Region

Tanya Burke indicated that they conducted one core indicator training workshop and stated that they did not use a lot of funds for core indicators.

- Desert Region

Bill O’Rafferty indicated that one core indicator training workshop was conducted for the Desert region.

- Central Region

Gary Mendenhall indicated that they conducted three core indicator workshops with a total of 51 participants.

- Bay Region

Fred Critchfield stated that they did a Placeware presentation on core measures and had 20 hits on the site afterwards.

- San Diego/Imperial Counties Region

Kay Hartig stated that they conducted two core indicator training workshops, with 12 participants at the first day and 5 participants at the second day.

- **Special Populations Mini-Grants**

It was agreed by the Chairs to email Bernadette Black their summaries and outcomes of their special populations mini-grants by July 31<sup>st</sup>.

- LA/Orange Counties Region

Lyla Eddington stated that they had to send out their applications out twice. She stated that the project coordinators must make a presentation at their vocational educational deans meeting regarding their project, which she believes increases accountability.

- North/Far North Region

Janis Caston indicated that they awarded 5 special populations mini-grants. For further details, please see matrix.

South Central Region

Tanya Burke indicated that their region decided to divide the money up evenly rather than competitively. She stated that one of their colleges was unable to do what they proposed to do. Further funds were used to print brochures in Spanish and provide child care support for students in child development programs.

Desert Region

Bill O'Rafferty stated that they received more out of smaller mini-grants than the bigger mini-grants. A total of 9 or 10 mini-grants were awarded.

Central Region

Gary Mendenhall mentioned that their region agreed to divide the money up equally. He determined that most colleges would not conduct their project without the money upfront. He further indicated that 10 out of 13 colleges participated.

Bay Region

Fred Critchfield stated that they awarded 9 mini-grants in their region, with 1 being a collaborative. He indicated that most of the awardees used up to 10,000, however they still ended up not spending all of the money.

San Diego/Imperial Counties Region

Kay Hartig indicated that they awarded 5 special populations mini-grants and also stated that they did not spend all of the money due to one incomplete project. A matrix was distributed containing the outcomes of each project.

**VII. Meetings with the Chancellor's Office**

Lyla Eddington showed some concern about the meetings with the Chancellor's Office. She stated that the reason for the Chairs to meet with the Chancellor's Office is to provide input, feedback and communication. Rather, she has found it to be a one way conversation. She emphasized the need to assert some leadership and suggested having this dialogue with the Chancellor's Office. Gary Mendenhall suggested that the Chairs needed to decide what they wanted the Chancellor's Office to discuss and present them with the issues beforehand. Lyla Eddington recommended that the Regional Chairs meet as a group prior to meetings with the Chancellor's Office to brainstorm issues beforehand, which was agreed upon by the group.

**VIII. Online Surveys**

Bill O'Rafferty asked the group if anyone has conducted a follow-up survey with students once they leave. Lyla Eddington replied that their goal is to have the VTEA survey online at the end of the Fall semester. She further stated that they sent out the survey to students six months after they left and got a 9% return rate. Susan Coleman indicated that there is a good software to do online surveys and agreed to email that information to the chairs. Bill O'Rafferty indicated that this would possibly be a good mini-grant project. Lyla Eddington indicated that they are taking the existing survey and putting it in a web CT, and stated that each online instructor will have to offer it to the

students. Kay Hartig stated that the key is having the instructor do this as part of their requirement.

## **IX. Other**

### **X. Adjournment**

- The meeting was adjourned at 4:30 p.m.

## **Tuesday, July 23, 2002**

### **8:00 a.m. Continental Breakfast**

### **8:30 a.m. Meeting**

#### **I. Program Endorsement**

Janis Caston indicated that she would like their region to have a more formalized process for program endorsement and asked the other regions to share their process. She distributed a chart comparing program endorsement process between the North/Far North Region, LA/Orange County Region, and San Diego/Imperial Counties Region. Gary Mendenhall emphasized that he only facilitates the process. His primary focus is to make sure all community colleges in his region are informed of the programs. Janis Caston asked what happened when someone comes to his regional meeting with a proposal, and Gary replied that the notification goes to one person from each community college and then it's their responsibility to distribute to the appropriate representative. Further, he stated that if there was a conflict, he reports the vote and concerns and forwards that on to the Chancellor's Office. Kay Hartig stated that the San Diego/Imperial Counties consortium does not send the program endorsement applications to the Chancellor's Office, but rather the proposing college. Gary Mendenhall replied that their consortium only sends the program endorsement to the Chancellor's Office if there was a "no" vote.

Lyla Eddington stated that they have a subcommittee that handled program endorsements, and indicated that the process varies among regions.

#### **II. Update on Region Activities 2001-2002**

##### **Bay Region**

- Awarded 38 mini-grants;
- Sent over 11,000 emails;
- Supported the American Technical Education conference;
- Supported the online employment status survey;
- Hosted two regional meetings for school-to-career and tech prep directors;
- Conducted a Regional Planning Committee meeting;
- Sponsored Region 3 and 4 high school's and community college's career showcase;
- Posted the San Francisco Bay Career map on the website;
- Worked with 10 community colleges on conducting a breakfast for industry;
- Generated 2500 mailings to businesses and industry to advertise their website.

### South Central Region

Tanya Burke distributed a report of activities for 2001-2002 for the South Central Region. Highlights included:

- ❑ Hosted the 4<sup>th</sup> annual Summer Seminar for college and high school faculty. There was approximately 60 faculty members in attendance;
- ❑ Conducted several “Making Business Better” sessions;
- ❑ Held a Customer Service Academy Train-the-Trainer session. Approximately 25 participants were trained;
- ❑ Hosted the annual Regional Retreat – “Continuing Collaboration”;
- ❑ Hosted a best practices sharing session;

### Central Region

Gary Mendenhall distributed a handout on the Central Region’s accomplishments for 2001-2002. Highlights included:

- ❑ Conducted a retreat in Monterey -- “How to Assist New Deans”;
- ❑ Made website design and changes to: [www.training4me.com](http://www.training4me.com)
- ❑ Media advertising purchased – “California Community Colleges – The Way California Works” and will be aired for a two-week period in July/August 2002;
- ❑ Sierra College presented a workshop on Best Practice Models for Industrial/Technical Program Revitalization;
- ❑ The National Workforce Center for Emerging Technology presented a workshop at Merced College (35 participants);
- ❑ The Lemoore campus of West Hills Community College District hosted a tour of the new campus;
- ❑ Hosted breakout sessions at CCCAOE;
- ❑ Provided professional development funds to faculty and staff to attend “Service Learning: Making the Community Connections”, “Thinking Outside the Box: Helping Students Prepare for Careers in the 21<sup>st</sup> Century”

### LA/Orange County Region

- ❑ Conducted 11 regional Vocational Educational Deans and Economic Development Practitioners meetings;
- ❑ Steering committee met 3 times and reviewed what they are going to do the next year; The committees agreed to focus dollars on the nurse upgrade projects and Lyla stated that she will be conducting a presentation at CCCAOE;
- ❑ Worked with the Center of Excellence in marketing and grouping their programs together on the website;

### San Diego/Imperial Counties Region

- ❑ Conducted 16 regional meetings;
- ❑ Awarded 10 mini-grants (Special Populations, VTEA and Economic Development);
- ❑ Funded professional development activities for each college in the region;
- ❑ Provided funds to Imperial Valley College for traveling and marketing expenses;
- ❑ Updated the website to have a similar look to the Looking for a Career brochure;

- Updated and printed 100,000 Looking for a Career brochures;
- Conducted the second annual Occupational Deans and Economic Development Practitioners retreat at Humphrey's;
- Hosted the Regional Information Technology Advisory Committee breakfast meeting.

North/Far North Region

- Conducted meetings for Occupational Deans, faculty and Economic Development Practitioners;
- Hosted a 4 day retreat for faculty focusing on curriculum development: "Snow Camp";
- Allotted \$6,000 to each NFNRC college in an effort to provide ongoing professional development to all faculty, staff and administrators who attended a variety of statewide conferences;
- Sent faculty and staff to the Statewide Conference on "Making Career Connections";
- Awarded 9 mini-grants (putting no restrictions on amount requested.)

Desert Region

- Hosted a two day retreat and invited the faculty;
- Awarded mini-grants (\$50,000);
- Allotted \$2500 per college for professional development;

**III. Regional Consortia Activities for 2002-2003**

Bay Region

- Sandra Mellor indicated she would like to restructure the region to have two co-chairs (one from region 3 and one from region 4);
- Update website;
- Hire project manager/director;
- Continue to award regional mini-grants @ \$3600 each;
- Award faculty internship mini-grants @ \$2000 each;
- Host the Regional Consortium Retreat in September;
- Sponsor Bay Region workshops

South Central Region

- Revisit the BRAIN plan.

Central Region

- Host a workshop at CCCAOE on VTEA;
- Bring together vocational educational deans and counseling and conduct a presentation on TOP codes;
- Identify workshops that faculty can attend utilizing the professional development funds;

Sue Clark indicated that she has received inquiries about the Regional Consortia Chairs minutes being posted on the website. It was agreed that future minutes of the Regional Consortia Chairs meetings will be posted on the website.

LA/Orange County Region

- Conduct more projects that focuses on student services;

San Diego/Imperial Counties Region

- Continue to offer mini-grants;
- Invite members of the Statewide Advisory Committees to the Steering Committee meeting;
- Continue to host a retreat for the Occupational Deans and Economic Development Practitioners;
- Conduct a joint meeting with the Occupational Deans and CIOs;
- Organize “Workforce Partnership” committee (with SDICCCA) and work on industry clusters – travel and tourism, electronics, biomed, medical;

North/Far North Region

- Plan an online regional meeting in December which consists of either written or verbal reports from each economic development collaborative;
- Continue to award \$6000 for professional development;

Desert Region

- Continue to award mini-grants;
- Offer professional development opportunities.

**IV. Statewide Conferences**

- **Faculty Leadership**  
No longer the responsibility of the Regional Consortia.
- **Special Populations**  
Janis Caston distributed a “Save the Date” flyer for the Special Populations workshop. It is scheduled on December 2- 3, 2002 at the Holiday Inn in Sacramento. She stated that they invoice each region \$2000 for the conference to pay for facilitators and hotel rooms.
- **Workforce Leaders**  
Susan Coleman indicated she would email out the final report information on the Workforce Leaders workshop held last year to the chairs. She stated the workshop went well with 58 people in attendance. This year, they will be asking each attendee for a check for the exact cost, which will be returned to them at the end of the conference. She stated this makes people accountable. The tentative date for the Workforce Leaders conference is April 30, May 1<sup>st</sup> and May 2<sup>nd</sup> at the UCLA conference center. The focus will be on managing the course.

**V. Meeting Calendar for 2002-2003**

It was agreed to cancel the September 13<sup>th</sup> meeting with the Chancellor's Office due to the WIA workshop that is scheduled September 11 – 13, 2002. Kay Hartig agreed to email Victoria Morrow regarding the cancellation.

Meetings scheduled:

- October 8<sup>th</sup> @ CCCAOE, Regional Chairs dinner meeting (Desert Region host)
- October 9<sup>th</sup> @ CCCAOE, Regional Chairs breakfast meeting with Chancellor's Office (Desert Region)
- November 4<sup>th</sup> @ Sacramento, Regional Chairs meeting with Chancellor's Office (Central Region)
- January 9<sup>th</sup> @ Sacramento, Regional Chairs, (LA/Orange County)
- February 3<sup>rd</sup> @ Sacramento, Regional Chairs meeting with Chancellor's Office (North/Far North Region)
- March 12<sup>th</sup> @ CCCAOE, Regional Chairs breakfast meeting (South Central)
- May 19<sup>th</sup> @ Sacramento, Regional Chairs meeting with Chancellor's Office (Bay Region)
- July 28-29, 2003 @ San Diego, Regional Chairs Retreat (San Diego/Imperial Counties)

**VI. Other**

**12:00 p.m. Lunch**

The meeting was adjourned at 11:40 a.m.

**1:00 p.m. Adjournment**