

Regional Consortia Chairs / CCCCCO Staff Meeting Minutes

**Monday, May 24, 2004 - 10:00 a.m. to 2:00 p.m.
Sheraton Grand Hotel - Bataglieri Room**

MINUTES

I. Welcome/Introductions – Gary Mendenhall, Chair, Central Region

Barbara Whitney, CCCCCO
Chuck Wiseley, CCCCCO
Frank Abbott, CCCCCO
Gary Mendenhall, Central Region
Geri Douglas, CCCCCO
Janis Caston, North/Far North Region
Julie Pehkonen, Desert Region
Kathy Pulse, CCCCCO - EWD
Kay Ferrier, CCCCCO - EWD
Lyla Eddington, LA/Orange Region
Michelle Turner, San Diego/Imperial Region
Ron Selge, CCCCCO
Ron Vito, Desert Region
Sandra Mellor, Bay/Interior Bay Region
Sharon Wong, CCCCCO
Stan Schroeder, San Diego/Imperial Region
Sue Clark, Central Region
Susan Coleman, LA/Orange Region
Tanya Burke, South Central Region
Theresa Parkinson, CCCCCO

II. Additions/Changes to Agenda – Gary Mendenhall

Ron Selge requested to add Career Development Project under section V of the agenda.

III. Reports from CCCCCO Divisions and/or Units

Ron Selge stated that Perkins has been extended for 2004-2005. He mentioned that there is a new vision for Career and Technical Education. According to the Bush Administration the Perkins Secondary and Technical Education Excellence Act will fully complement the academic mission of No Child Left Behind Act of 2001 and the workforce development mission of the Workforce Investment Act of 1998 by helping states develop a system of career and technical education pathways. These pathways will help students develop strong and relevant academic and technical skills needed for today's workforce, make smooth transitions into the workforce or postsecondary education and training, and ultimately strengthen America's workforce and economic competitiveness. Criteria will be organized around four key elements of program quality:

- Promoting high levels of academic achievement;
- Promoting high levels of technical skill attainment;
- Promoting high levels of postsecondary and career awareness, preparation and planning;
- Promoting system connections and integrated program delivery.

Ron stated that the Governor's goals are focused on high wage/high skill jobs, needs for underemployed or unemployed, and statewide impact or industry need with regards to employment areas. The Governor created the California Performance Review (CPR) who would provide independent input and guidance by examining all aspects of state government to include Education, Training and Volunteerism. Ron and Kay Ferrier mentioned that they have answered many questions from the CPR. Ron also mentioned that the Regional Consortium for North/Far North will be a Butte College representative.

Kay Ferrier stated that the Request for Applications is now on the Economic and Workforce Development website (www.cccco.edu/divisions/esed/econdev/econdev.htm). Job Development Incentive Training Fund match requirements have changed. Funds are available for:

- Industry Driven Regional Collaboratives (IDRC) -- \$6 million
- IDRC in Economically Distressed Areas (IDRC-EDA) -- \$1 million
- JDIF -- \$5 million

Applications are due September 14, 2004. Grants will commence November 9, 2004, and first year funds will end June 30, 2005, so applications should budget accordingly (i.e., for **eight** months, not twelve). 2005-06 funds are twelve months.

Regional Center renewal applications are due June 2, 2004. We need to have them in at that time in order to put the grants into Advance Apportionment. If the applications are not received, money will not flow until First Principal Apportionment in January 2005.

As a result of the Economic and Workforce Development Program Advisory Committee's recommendation in approving Operational Review of the Business and Workforce Performance Improvement Initiative, Centers of Excellence will be doing environmental scanning for Regional Consortia. While this will involve a period of time to put into effect, Consortia should work with their local Centers for assistance.

Barbara Whitney stated that she sent out renewal grants for the next two years for the nursing enrollment growth programs that will start June 1.

Chuck Wiseley mentioned that there is poster available to advise students that real estate scholarships are available. He stated that if anyone has comments or feedback to email him regarding the web based reporting.

Frank Abbott spoke about Homeland Security having a two day conference to discuss federal and statewide issues.

Sharon Wong mentioned the collaborative survey project and all colleges with special populations are on the JSPAC website. According to Sharon, OCR concluded their evaluation this year and those colleges that were reviewed will be receiving a report regarding their findings.

Ron Selge mentioned that cooperative work experience took some funds to do a project about work-based learning. Susan Coleman distributed a booklet that was created for the community college student to find employment. Susan stated that for those interested in receiving additional copies of these booklets should contact her or Chuck Robbins. Susan will provide Michelle Turner with Chuck's email.

IV. Regional Consortia Renewal Process for 2004-2005

Ron Selge mentioned that CCCCCO reviewed and implemented Kay Hartig's streamlined version of the Regional Consortia application to cut out the redundancy. Geri Douglas spoke about the "sponsor regional workshops" page 11 application instructions. The additional change was the inclusion of the 4 federally mandated objectives.

V. Program Improvement Planning Workshops for 2004-2005

Chuck Wiseley stated that waivers would be granted for conjoint applications. The requirement is that the colleges must provide industry needs under the WEDCO directive. Ron stated that colleges should look at the state data not just regional.

Career Technical Workshop - Ron Selge

Ron Selge stated that the Career Development Statewide Advisory Committee would like to recommend that the Regional Consortia combine their funds and award the committee \$100,000 to oversee the development, organization, and marketing of the Regional Workshops dedicated to the mission of CCCCCO and the needs of each region. Susan Coleman distributed copies of the proposal to the Regional Chairs for review. The handouts provide a rough outline of how the committee proposes to use the funds along with a tentative budget and objectives. Orange Coast College would host these workshops. One workshop per region but may host 2 for double regions and the consortia will pay \$10,000 per region.

Sue Clark mentioned that the Special Populations workshop for 2004-2005 would be held at the Central Region and the cost is \$2,000 per single region.

VI. Program Approval – Gary Mendenhall

Gary Mendenhall mentioned that the program approval process has the same criteria for local approval as it has for submission. Colleges must include Labor Market Information when submitting program. Chuck Wiseley mentioned that the CCCCCO will have an organization under contract to provide workshops and training on using data to do a gap analysis and effective strategy search for planning program improvements. The Regional Consortia must write details about this requirement into their work plans. The consortium must track these funds separately and submit a separate budget sheet. Additionally, the consortium does not have to pay for the materials, travel or expenses for the consultants attending.

VII. LVN Proposal (handout) – Janis Caston, Co-Chair, North Far North

Janis Caston stated that the LVN proposal was presented from the Healthcare Initiative at Sacramento City College to conduct a research study similar to the one conducted in 2000-2002 by the Center for Student Success regarding student completion rates in Associate Degree Nursing (ADN) programs. This study would look at completion rates of students in

Vocational Nursing (VN) programs. They are requesting a total of \$15,000 which is \$1,500 per region to support this project. A suggestion was made to check with the RHORC within each region. The Regional Chairs agreed that these proposals should go through other avenues prior to sending to the Chairs for review and possible action.

VIII. Professional Development & Strategic Capacity Building Needs in 2004-2005 – Michael Ward, Director, PDI, CCCEWD

Michael Ward distributed a proposal for collaboration with the Regional Consortia for 2004-2005. He stated that the three strategic goals for the Economic and Workforce Development are

- Increase discretionary revenue to the colleges
- Increase system support for EWD including contract education
- Increase retention (Professional Development of EWD staff)

He suggested possible solutions to reach these goals for which the Regional Consortium collaboration would be desirable

- Environmental scanning
- Regional partnership development
- Professional Development

He provided information regarding formative indicators and output data as well as a portfolio of training content. He suggested that we utilize resources in the region to better respond to the regional needs.

IX. Workforce Leaders Report for 2004 – Lyla Eddington, Chair, LA/Orange County Regional Consortium

Lyla Eddington stated that they completed the Workforce Leaders Institute on April 28-30, 2004. She distributed a list of attendees and evaluation responses.

X. Workforce Leaders Planning for 2005 – Susan Coleman, Coordinator, LA/Orange Regional Consortium

Susan Coleman stated that the next Workforce Leaders Institute will be held on April 13-15, 2005 at Lake Arrowhead. Dr. Edward “Chip” Anderson, Ph.D. will talk about leadership through strengths quest approach and evaluate weaknesses. Flyers will be sent out soon to the regions. The cost is \$4,730 per single region.

XI. Schedule Meeting Dates for 2004-2005

- Meetings with CCCCCO Staff

Michelle Turner distributed the 2003-2004 and 2004-2005 calendars for review. The following is the recommended changes to the calendar for 2004-2005.

September 10, 2004 rescheduled to September 13, 2004
 October 6, 2004 – Breakfast meeting at CCCAOE
 January 7, 2005 rescheduled to January 10, 2005
 March – Breakfast meeting at CCCAOE

May 20, 2005 rescheduled to May 16, 2005
July Retreat stays the same

- Annual Chairs/Coordinators' Retreat

Gary Mendenhall asked the Regional Chairs if they would like to have the retreat on July 26 and 27, 2004. The majority stated that they had schedule conflicts and would prefer to cancel this meeting. The meeting was therefore cancelled.