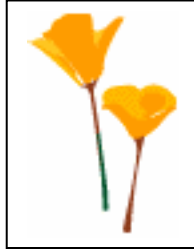


REGIONAL CONSORTIA CHAIRS / CCCCCO STAFF MEETING

Monday, September 19, 2005
10:00 a.m. to 2:00 p.m.



Sheraton Grand – Bondi Room
1230 J Street, Sacramento

MINUTES

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

Barry Noonan, CCCCCO
Chuck Wiseley, CCCCCO
Donna Stearns, CCCCCO
Frank Abbot, CCCCCO
Gary Mendenhall, Central Region
Janis Caston, North/Far North Region
Jeanine Schoemer, CCCCCO
Jennifer Hayes, EWD
Julie Pehkonen, Desert
Kathy Pulse, CCCCCO - EWD
Kay Ferrier, CCCCCO
Linda Zorn, North/Far North Region
Lucia Robles, CCCCCO
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

II. Changes to Agenda / Route and Update Contact Matrix / Approve May 16, 2005 Minutes – Gary Mendenhall

Gary Mendenhall requested updates to the contact matrix. Lyla Eddington requested to add Desert Region Economic Development Convener Event to the agenda. Tanya Burke requested to add CCCAOE billing to the agenda. Lyla Eddington stated that she had a few changes and questions about the minutes from the May 16, 2005 meeting. She would forward her concerns and corrections to Michelle Turner for editing. Minutes approved upon corrections.

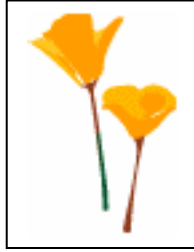
III. Chancellor's Office Reports - Educational Services Division:

- 2005-2006 Statewide Leadership Meetings – North and South

Ron Selge stated that the broad purpose of the statewide leadership meetings is to share briefings on activities and provide opportunities for further collaboration and partnerships. With more focus on Career Technical Education as well as Economic and Workforce Development evidenced in the System Strategic Plan, the proposed funding Governor's Initiative on Economic Development and Career Technical Education, and

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growing partnerships with the State Workforce Investment Board, it is more important than ever to coordinate and understand the capacity of our System. These workshops are similar to the meetings held by Dona Boatright. Kay Ferrier mentioned that these meetings would be casual and conducted as pre-conference sessions during CCCAOE and CCLC. The meeting at CCCAOE would be from 9:00am to 11:00am on Wednesday, October 19, 2005. The CCLC pre-conference session would be the morning of Thursday, November 17, 2005. These meetings fulfill the Regional Consortia requirement to meet with CCCCCO staff. Kay and Ron requested that those attending provide a "one-page" summary, consisting of contact information, significant events and activities planned for 2005-2006 and significant meeting dates.

- Discuss promotion of CCC EWD Program to the One-Stop System

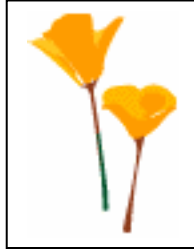
Ron Selge discussed how to promote the California Community Colleges Economic and Workforce Development (EWD) to the One-Stop System. According to Ron, discussions between CCCCCO and the California Department of Labor concluded that one priority continues to surface about the need for better understanding and connections between the EWD programs and the WIA one-stop system. CCCCCO agrees that knowledge of EWD programs should have bearing on the service referrals of the one-stop system for both employment seeking clients and businesses seeking business services. As part of the Interagency Agreement, CCCCCO agreed to promote this knowledge including the dissemination of materials. Ron stated that CCCCCO would like the Regional Consortia to plan regional events or open houses for the one-stop personnel that would highlight the EWD programs and services, including how they can utilize this information within the one-stop system.

- Discuss ways to facilitate the alignment and connection of the community colleges with the One-Stop Centers and Local WIBs (Ref: 8/31/05 Memo from Ron Selge)

Ron Selge discussed how the Regional Consortia could assist with the alignment and connection of the community colleges with the One-Stop Centers and local Workforce Investment Boards. Ron suggested encourage sharing of strategies that can lead to effective local community college participation in the One-Stop system. Additionally, he discussed how to collaborate better with the local workforce development community in linking with the Department of Labor to develop and expand training programs already in existence in community colleges throughout California. A suggestion was to host an economic development retreat to provide information about economic development, contract education and business services. Lyla Eddington stated that LA/Orange County is hosting a summit in the spring in which to discuss sharing of best practices. Kay Ferrier stated that centers of excellence and one-stops were conducting labor market research as well as serving businesses. Linda Zorn inquired if there were additional funds to support this type of activity. She stated that it was hard to make this happen without the extra funding to secure a location and staff to attend. Kay Ferrier stated that there were no additional funds but suggested having one of the colleges host the event. Ron suggested contacting Geri Douglas for additional information.

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- Career Technical Education – Ron Selge, Dean
 - a) VTEA Funding
 - Status of funding
 - Projected Regional Consortia funding, including renewal cycle
 - 2005-2006 IC Augmentation - Update
 - Discuss carry-over of VTEA funds

Ron Selge stated that VTEA IC should receive an augmentation for 2005-2006. He stated that we should fund projects in top codes that we approved but did not fund or within top codes that we currently funded.

The Regional Consortia has another year of extension for Perkins funds. According to Ron, the Regional Consortia is one of the celebrated resources in the state. There has been no talk about changing this structure. Ron stated that there would not be a competitive renewal next year. According to Chuck Wiseley, HEERG would not be renewed for 2006-2007.

b) Program Improvement Workshop Update: What can Regions expect for 2005-2006?

Chuck Wiseley distributed via email information about the Program Improvement Training workshops. CCCCCO funded and contracted HEERG to provide 17 workshops with half during the fall and the other half in the spring. However, the Regional Consortia are not required to use HEERG as the trainers instead may use the \$12,500 funds provided per region to hire a different trainer and/or conduct additional workshops. The four topics to consider when requesting a training session are

- Introduction to the Assessment Initiative (SLOs)
- Advanced Workshop - Closing the Loop on Assessing and Improving Student Learning Outcomes
- Departmental or Disciplinary Focus on Assessing and Improving Student Learning Outcomes
- Add-on Option: Department Chair/Dean Institute - Supporting Practitioners; Supporting Student Learning

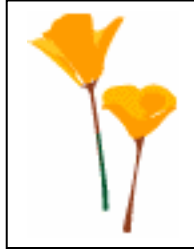
Chuck requested that the Regional Consortia schedule workshops for 2005-2006 before November 25, 2005. Unreserved sessions as of November 26, 2005 would be available to regions for one additional session per region.

c) Regional Economies Project Update

According to Ron Selge, the regional economies project looked at cluster of economies in California. At the state level was able to break out top codes for aligning colleges within the state. According to Ron, the project monitors reviewed FTES, head count, career technical programs and regional economies data for gaps but the monitors did not find any. Instead, the locally control institutions showed that they were responding to many opportunities.

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- Economic Development – Kay Ferrier, Dean
 - Update \$15M BCP

Kay Ferrier distributed Economic and Workforce Development (EWD) packets, which include 2005-2006 actual and 2006-2007 expenditure plan as well as information about the \$15 million program budget change proposal (BCP). 2005-2006 BCP was very comprehensive about aligning and reforming the K-12 system. The 2006-2007 BCP provides resources the colleges need to become more labor market responsive. Below lists the three components to this strategy in this BCP:

1. Responsive Incumbent Worker Training Fund
2. Capacity Development, which includes
 - a. Building the Systems' Environmental Scanning Capabilities
 - b. Market Responsive Equipment Fund
 - c. In-Service Training for Faculty/Staff
3. Strengthening Centers and Initiatives

The funds requested in the BCP would enable colleges to:

- a. Develop curriculum and training that provide the greatest impact on meeting California's current labor force needs.
- b. Identify employment, business sector growth, and emerging economic trends.
- c. Secure much-needed state-of-the-art equipment.
- d. Offer faculty in-service training on basic skills, entrepreneurship, and methods to develop and deliver customized education and enhance basic skills training services.
- e. Add services to designated Regional Centers (the Program's infrastructure) to expand the program's capability to fully serve regions and facilitate better linkages.

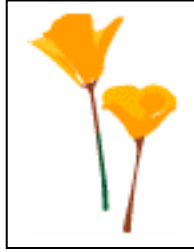
Kay also provided information about the CCC Applied Biological Technologies Initiative. Discussions taking place to look at a possible certificate for biomanufacturing technician and if there is sufficient biotech trained instructors. According to Kay, Mary Pat Huxley suggested possibly convening a workshop with CCC faculty and appropriate biotech industry representatives to work on core competencies, curriculum and specialized skills.

- Desert Region Economic Development Convener Event

Kay Ferrier stated that the Desert Region Economic Development Convener Event project is funded; however, CCCCCO is still confirming what the outcomes of this project are. RFA should be provided within the month.

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IV. Workforce Leaders Institute – Susan Coleman, Coordinator, LA/Orange County RC

Susan Coleman mentioned that the upcoming Workforce Leaders Institute would be on April 5-7, 2006 at the San Ramon Valley Conference Center. "The leader's voice" is the title of the meeting and focuses on effective leadership. She hoped brochures are ready for distribution at CCCAOE in October. The workshop would start at noon on Wednesday, April 5 after lunch and end at 11:30am on Friday, April 7 with no lunch. Susan stated that this is different from UCLA. The target audience is administrators and coordinators in career technical education or economic and workforce development as well as emerging leaders. All expenses paid, however each participant must submit a deposit of \$100, which is returned after the seminar.

V. Statewide Career Development Collaborative Project – Susan Coleman and Lyla Eddington

Susan Coleman stated that the Statewide Career Development Advisory met last Thursday, September 15 and decided that the focus for the Career Development Grant Project would be on the undecided student and student learning outcomes. Susan distributed and reviewed the Career Development Grant Project Activities for 2005-2006. These activities include presentations and regional workshops; marketing of career development and career services; continuing to update, revise and maintain the cccareer.org website and increase fast and easy online resources for faculty and students; and develop resources for career development process that can be integrated into the classroom, counseling and career center services. Susan also provided a handout listing the career center marketing content outline for 2005-2006. Susan reminded the Regional Consortia that invoices were sent and requested reimbursement.

VI. Non-Credit Alignment Project – Vicki Warner (This presentation is scheduled to begin right after lunch.)

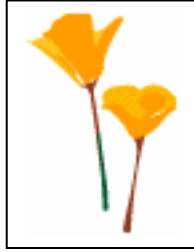
Vicki Warner and Brad Morrison distributed information about the Statewide Advisory Committee on Career and Technical Education Alignment Project. The goal is to strengthen the articulation, integration and efficacy of noncredit adult education with career technical education, general education and other community college instructional systems. Vicki asked the Regional Consortia to provide assist with answering the following questions and/or providing individuals at their college to participate in a focus group.

1. Who should Short Term Voc Ed programs serve?
2. How should we define short-term vocational education?
3. How are the short-term vocational programs aligned with similar credit vocational programs?
4. Is Career Development or Workforce Literacy considered part of Short Term Vocational Education?
5. What is the difference between professional and occupational in-service training and education for incumbent workers?

Gary Mendenhall suggested that the Regional Consortia act as a facilitator to provide names of individuals who may participate in the focus group.

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VII. Joint Special Populations Advisory Committee (JSPAC) Update – Stan Schroeder, San Diego/Imperial Counties Regional Consortium

Stan Schroeder distributed and reviewed the JSPAC flyers for the upcoming conference. He hopes to have brochures ready for distribution at the fall CCCAOE. Gary Mendenhall and Sue Clark have turned over fiscal agency responsibility to Grossmont-Cuyamaca Community College District. "Careers have no gender and success has no limits" is the focus of the JSPAC Conference to be held at the Holiday Inn Capitol Plaza in Sacramento on February 22&23, 2006. Donna Milgrim would be the speaker. This conference is for K-12 and community college faculty. Elizabeth Wallner would be contacting the chairs regarding the JSPAC regional workshops. Stan reminded that invoices were sent and asked for reimbursement of \$2,000 per region.

VIII. Regional Chairs Breakfast Meeting at CCCAOE

The Regional Consortia decided to move the October 19 meeting from 9:00am - 11:00am to 7:30am - 9:00am, so that the Chairs could participate in the Statewide Leadership pre-conference session with Ron Selge and Kay Ferrier.

IX. AB-1087 - Community Colleges and Certification (Licensing) of C-10 Electricians

Barry Noonan stated that January 1, 2006 is the date for the implementation of the Electrician Trainee and Educational Provider aspects of AB 1087 Electrician Certification Program. He wanted to let the Regional Consortia know that they may receive calls that their college is an approved "Educational Provider" for 1) one or more courses for Electrician Trainees and/or 2) 32 hours of continuing education for certified electricians. These calls could come from many folks including electrical contractors, certified electricians, electricians who have years of experience but have not passed the certification exam and electricians who do not have enough on the job hours to qualify to take the certification exam. Additionally, may receive calls from state licenses private postsecondary educational institutions wanting to be an approved educational provider thus asking to "under the auspices" of the community college as provided for in the proposed regulations. Barry stated that this was not an apprenticeship program and community colleges were not required to participate in this program. However, if a college currently offers any electronic or electrical classes then the college could apply for approval to offer one or more courses as part of the AB 1087 Educational Provider. Long Beach City College was the first to request approval as an educational provider. Additionally, San Diego and Los Rios are requesting approval.

X. Money from regions for CCCAOE

Tanya Burke wanted to discuss why the regions were providing funds to CCCAOE when there seemed to be a surplus of funds. Gary Mendenhall requested that this discussion be tabled until October 19 meeting and for the Regional Consortia to provide concerns to him via email. He would present these concerns to the CCCAOE Board at their next meeting. Gary also requested that the Regional Consortia review their grant work plan regarding what it states about working with CCCAOE.