

**OCCUPATIONAL DEANS' MEETING  
SAN DIEGO MESA COLLEGE - A-102  
FRIDAY, MAY 11, 2007  
9:00am to 12:00pm  
MINUTES**

I. Welcome/Introductions

Mary Wylie

Cindy Perry, Director, Special Projects, San Diego Workforce Partnership  
Diana Avila, Counselor/Coordinator (CTECS), Southwestern College  
Gary Nugent, Department Chair of Automotive Technology, SD Continuing Education  
Hutch Hutchinson, Associate Dean, Centre City Skills Center, SD Continuing Education  
Mary Wylie, Dean, Economic Development, Southwestern College  
Michelle Turner, Coordinator, SD/IC Regional Consortium, Cuyamaca College  
Paul Kelly, Interim Dean, Career & Technical Education, MiraCosta College  
Randy Barnes, Dean, Business, Information Technology and Cosmetology, SD City College  
Stan Schroeder, Chair, SD/IC Regional Consortium, Cuyamaca College

II. ETPL Presentation

Cindy Perry

Cindy Perry reviewed the California's Eligible Training Provider List (ETPL) website. This website was created in compliance with the Workforce Investment Act (WIA) of 1998 for the purpose of providing customer-focused employment training for adults and dislocated workers. Recently the Department of Labor waived the requirement of the need for multiple applications to be submitted for the same program offered in different locations as well as reporting completions instead the performance data collected by community colleges to satisfy Perkins requirements would be used to satisfy current requirements as well as determining the subsequent eligibility of these programs on the ETPL. This would make it easier for community colleges and universities to place information onto the ETPL website such as contract education and/or short term vocational programs. Cindy showed the deans how to search hundreds of training providers by choosing one of the following links: training providers, program, training site location, occupation and/or apprenticeship. Clients are able to find a training facility with the help of the ETPL and their case manager. Once the training facility is confirmed then the San Diego Workforce Partnership would provide full tuition in order for the client to complete their training and get a job. Cindy mentioned costs that colleges could incur from students may include fees, parking, uniforms, tools, books, lab fees, health fees, certifications, etc.

In order for a provider to receive Title I-B WIA ITA funds, its program(s) must be listed on the ETPL and these programs may provide training services, such as:

1. Occupational skills training, including training for non-traditional employment;
2. Programs that combine workplace training with related instruction, which may include cooperative education programs;
3. Training programs operated by the private sector;
4. Skill upgrading and retraining;
5. Entrepreneurial training;
6. Job readiness skills; and
7. Adult education and literacy activities provided in combination with any other training service outlined above.

In order to be listed on the ETPL colleges must submit an application to the San Diego Workforce Partnership. Only one application is required; however, a separate application is required for each program of training services offered by the college. The San Diego Workforce Partnership is responsible for reviewing the applications and determining if the applicant meets State and local criteria for listing, and forward information to EDD for initial listing on the ETPL. Cindy mentioned that the process takes an average of 3 months before being placed on the ETPL. If a college has updates, then they would complete an application of what has changed and submit to the SDWP.

Cindy suggested returning to another Occupational Deans meeting in the fall to review the process of submitting an application to list on the ETPL.

**OCCUPATIONAL DEANS' MEETING  
SAN DIEGO MESA COLLEGE - A-102  
FRIDAY, MAY 11, 2007  
9:00am to 12:00pm  
MINUTES**

III. Allied Health County Wide Focus Group Meeting

Lynne Ornelas/Bob Yarris

Mary Wylie postponed this discussion until the September meeting.

IV. Approval of Minutes from April 20, 2007

Motion: That the Minutes from the April 20, 2007 meeting be approved. Motion made by: Hutch Hutchinson. Seconded by: Paul Kelly. Voted on and approved unanimously.

Michelle Turner upon the request of the deans would send the final reports of the mini-grants to the Occupational Deans Committee for review. She mentioned she is working on creating a webpage to showcase mini-grant applications and outcomes.

V. Occupational Deans Committee Calendar 2007-2008

The deans concluded that only November 16 and April 18 would be through CCC Confer. The remaining dates would be face-to-face. Michelle Turner requested the deans forward their spring break dates in order to update the 2007-2008 calendar.

VI. Program Approvals

*New Programs*

San Diego Miramar College

Richard Bettendorf

- Motorcycle Maintenance Technician Program (Cert & AS) – **1st Read**
- Military Leadership (AS) - **1st Read**

Mary Wylie postponed review of these programs until the September meeting due to Richard Bettendorf's absence.

Mira Costa College

- Business of Music – **Action**
- Video and Media Design – **Action**

Motion: Programs Endorsed. Motion made by: Hutch Hutchinson. Seconded by: Randy Barnes. Voted on and approved unanimously.

- Personal Fitness Trainer (Cert) - **1st Read**

Michelle Turner would add this program as an action item for the September meeting.

VII. CCCAOE Report

Richard Bettendorf

Richard Bettendorf was unable to attend the meeting and did not provide information to Michelle Turner for distribution.

VIII. JSPAC

Diana Avila

- a. Conference - November 7-8 at the Holiday Inn Capitol Plaza, Sacramento

Diana Avila distributed a postcard that would be sent to the regions to promote and inform individuals about JSPAC. JSPAC is currently looking at Perkins IV and what it means to special populations and how to address the nontraditional emphasis into the college's local plans. Mary Wylie suggested creating a presentation for the CIO's addressing this issue and how much it is impacting the colleges. She suggested having it reviewed and approved by the deans at the September meeting.

**OCCUPATIONAL DEANS' MEETING  
SAN DIEGO MESA COLLEGE - A-102  
FRIDAY, MAY 11, 2007  
9:00am to 12:00pm  
MINUTES**

- IX. Regional Consortium Report Stan Schroeder
- a. Steering Committee - May 18
  - b. Regional Chairs Retreat - July 9-10

Michelle Turner mentioned that the Steering Committee would meet on May 18 at Coco's Restaurant in Mission Valley to review the Regional Consortium activities and discuss various issues and upcoming activities in the region for 2007-2008. Additionally, Michelle mentioned that Stan Schroeder and she would be meeting with the Regional Consortia Chairs and CCCCCO staff on July 9 and 10 to discuss the roll-out of Perkins IV and regional requirements for 2007-2008. She or Stan would provide an update at the September meeting.

- X. Old Business Stan Schroeder
- a. A to Z Grant writing Workshop
  - b. Looking for a Career brochure revisions
  - c. Website Updated

Michelle Turner stated that she is working with Kathleen Wishnick and Linda Vallejo regarding the A to Z grant writing workshop for the San Diego/Imperial Counties region. Hutch Hutchinson stated that he liked the idea and suggested using professional development or mini-grant funds to pay for the cost of this workshop unless the cost of hosting the workshop was outrageous. Mary Wylie suggested having 30 to 40 attend from the various colleges in the region.

Michelle Turner requested additional updates to the "Looking for a Career" brochures as well as website updates.

- XI. New Business
- a. Incoming Chair Elections

Mary Wylie postponed this discussion until the September meeting.

- XII. Announcements/Other Items/Adjournment

*Next meeting: September 14, 2007 in A-102 at San Diego Mesa College*