

**REGIONAL CONSORTIUM STEERING COMMITTEE**  
**FRIDAY, MAY 18, 2007**  
**LUNCHEON MEETING 12:15 P.M. TO 2:30 P.M.**  
**COCO'S RESTAURANTS, SAN DIEGO, CA**

**MINUTES**

**I. Welcome/Introductions**

Karen Williams, Business Education and CIS Statewide Advisory Committee (BESAC), SD Mesa College  
Lynne Ornelas, Tech Prep, San Diego CCD  
Michelle Turner, Regional Consortium, Cuyamaca College  
Otto Lee, Regional Occupational Deans Committee, SD Mesa College  
Ron Manzoni, Chief Instruction Office, SD City College  
Peggy Shepard, Career Development Advisory, Grossmont College  
Richard Bettendorf, Regional Vice President, CCCAOE Committee, SD Miramar College  
Scott Hammer, Economic and Workforce Development, South Director  
Stan Schroeder, Regional Consortium, Grossmont College  
Theresa Savarese, Business Education and CIS Statewide Advisory Committee (BESAC), SD City College

Stan Schroeder called the meeting to order at 12:45 p.m.

**II. Approval of Minutes of Meeting June 3, 2005**

Motion: That the Minutes from the May 5, 2006 meeting be approved. Motion made by: Peggy Shepard. Seconded by: Karen Williams. Voted on and approved.

**III. Update of Membership List**

Stan Schroeder distributed the Steering Committee Membership list for corrections and additions.

**IV. Regional Consortium Report**

A. VTEA and Economic Development Mini-Grants 2006-2007

Stan Schroeder referenced the VTEA and Economic Development Mini-grant list for 2006-2007. The Occupational Deans were notified in the fall and distributed this information throughout their campuses. Stan mentioned that mini-grants are usually funded for \$5,000 or less and must have a regional focus. Some previous mini-grant activities included the creation of brochures to showcase specific career technical programs in Biotechnology and Ornamental Horticulture as well as the creation of websites to promote career technical education. In 2006-2007, 5 mini-grant proposals were awarded based on input from the Readers Committee. Michelle Turner mentioned that a previous mini-grant proposal was awarded to create a promotional video to showcase community colleges and information included in the "Looking for a Career" brochures. Michelle took the completed videos and worked with Cuyamaca College DSPS staff to have the videos closed caption before uploading onto the Regional Consortium website. These videos have also been reviewed by other colleges as a possible solution to showcasing career technical programs in their region. Additionally, Michelle stated that she is working on a webpage on the Regional Consortium website that lists the mini-grant proposals by year as well as the outcomes from those proposals for others to reference for ideas in possible future mini-grant projects.

B. 2006-2007 Work plan Highlights

Stan Schroeder reviewed the 2006-2007 Regional Consortium Work plan Highlights. He mentioned that the Regional Consortium funds are used to support various meetings within the region. Michelle Turner mentioned that the Regional IT Advisory meeting was cancelled due to the lack of industry participation. The Regional Consortium provides the venue for the SD4C to bring faculty, staff and others within Information Technology with industry representatives. It was the decision of the SD4C members to postpone the meeting until further notice. Additionally, it was decided based on a previous workshop to not meet jointly with the Occupational Deans Committee and the CIO's this year in order to continue work with the Economic and Workforce Development Initiative Directors. The Regional Consortium and

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Occupational Deans Committee met with Initiative Directors from the Economic and Workforce Development Centers on February 9, 2007. The meeting was a follow-up to continue to strengthen relationships and develop a regional response to industry.

**C. Regional Professional Development Workshops**

Stan Schroeder referenced the Professional Development Workshop list for 2006-2007. Stan stated that each college receives \$3,000 to promote Professional Development activities. He also mentioned the other activities that the San Diego/Imperial Counties Regional Consortium supports such as the Statewide Workforce Leaders Institute, Career Development, and the Special Populations Conference. Michelle Turner mentioned that she is working with Kathleen Wishnick and Linda Vallejo on a possible regional professional development activity regarding grant writing for 2007-2008 based on feedback from the Occupational Deans. The presentation that these individuals provided at the last CCCAOE Conference was very informative and felt beneficial for others to attend within our region. Additional information would be distributed once the details were finalized.

**D. Labor Market**

Michelle Turner provided the contact list for the Regional Economic Development Centers as well as local labor market information for San Diego/Imperial Counties. She stated that the San Diego Workforce Partnership produces the Occupational Outlook Report every year. As soon as more copies were available, Michelle would distribute to the Occupational Deans and members of the Steering Committee who were interested in obtaining a copy.

**E. Looking for a Career Brochure**

Stan Schroeder mentioned that over 100,000 copies of the "Looking for a Career" brochures are distributed within the region to promote vocational programs. Every year Michelle Turner works with the designated Occupational Deans to obtain suggest changes. Additionally, she works with the printers to obtain a revised version of the brochures. Michelle Turner stated that these brochures are sent to ESL classes in Japan and China through San Diego State University. The purpose of sending the brochures is to showcase community colleges where students may obtain lower division units and/or an Associates degree in Career Technical Education before completing a degree at the university.

**VII. Chancellor's Office Newsletters**

Michelle Turner referenced the CCCCCO newsletters for Career Technical Education (CTE) as well as Economic and Workforce Development (EWD). Stan Schroeder mentioned that there were more opportunities for regional collaborations and funding from EWD for 2007-2008. Some activities included professional development with regards to faculty and staff training, skill development, entrepreneurship and internships.

**VIII. Communications and Networking**

**Statewide Discipline Advisory Committees – Regional Leader's Update**

▪ *Business Education*

Karen Williams stated that the Business Education Advisory Committee and CIS faculty attended the staff development workshop on emerging trends at the Asilomar Conference Center in Pacific Grove on March 22 – March 24. Information from the conference would be posted on the calbusinessed.org website on June 30. Theresa Savarese mentioned that she co-chaired with Jane Thompson on the Administrative Office Management Committee. This project focused on a major revision to Office Technology and developed new majors as well as reviewed and revised majors which included virtual

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office management, records management, medical coding, legal office management and speech recognition. Information gathered in the final report was presented during the Asilomar Conference as well as the Economic and Workforce Development Conference.

- *Career Development*

Peggy Shepard stated that she attended the Career Development workshop “How to Connect with Today’s College Students” on May 10 at the Orange County Department of Education (OCDE) in Costa Mesa. The workshop was created to assist counselors and others on how to communicate with students and engage them in career conversations. The workshop provided a panel of industry experts to share information about current labor market needs. Participants also got a preview of the missingmajor.org website which provides a resource for the undecided student. The website was co-sponsored by MonsterTrak where students could conduct career exploration and gain career information.

- *Contract Education*

Scott Hammer stated that the centers compete every five years and the contract education was up for renewal through a competitive process. He requested letters of support for his work with San Diego/Imperial Counties as well as others. He mentioned that Katherine Swenson is working on creating tools, resources and templates for the ccewd.net/contracted website which could then be downloaded. Scott stated that in 10 years there have been many changes to contract education including that 59 of 78 districts now have contract education institutionalized. He suggested adding the Association Community and Continuing Education (ACCE) upcoming events to the professional development calendar for 2007-2008. Scott reviewed the enclosed information for Incumbent Worker Training Fund, Customer Service Academies, and Train the Trainer and stated that this group provides assistance with curriculum design and training.

- *Special Populations*

Stan Schroeder stated that the JSPAC Conference would be November 7-8, 2007 at the Holiday Inn Capitol Plaza in Sacramento. He mentioned that JSPAC has been working on the new Perkins legislation. JSPAC published “All Hands Raised: Focus on Learning for Students from Special Populations” which provided a chart with WASC/CDE revised accreditation criteria and related these criteria to federal VTEA activities for students from special populations. He stated that this pamphlet focused on K-Adult and they had to reprint 2,000 due to the overwhelming response for this information. JSPAC is currently working with CDE/CCCCO to develop a similar document for community colleges.

**Other Issues and Actions in the Region.**

- CCCAOE

Richard Bettendorf stated that the May 31, 2007 was the deadline to submit proposals for the upcoming CCCAOE Conference. The Conference would be held in Cathedral City on October 10-12, 2007. He mentioned he was on the JAC-CTE resource group to review the new Perkins legislation and State Plan. The final meetings of this resource group would be May 29 and 30.

- CIO Group

Ron Manzoni stated that there is a problem within the state regarding courses being submitted for approval are rejected within the lower division transfer package to the universities. There is also a change in the requirements for English and Math at the community college and SDCCD is looking at what majors may be affected by this change. He stated that SDCCD would be implementing in Fall 2009 a plan to work with high school student’s getting placed into English and Math courses based on the placement exam. He stated that the focus must be on basic skills.

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- Occupational Deans

Otto Lee stated that the Occupational Deans evaluate and approve innovative programs within the region especially those within the High Growth and High Demand areas. The Occupational Deans met with the Economic and Workforce Development Initiative Directors the past February. Dr. Perri, President, Cuyamaca College, stated this collaborate project to enable an opportunity to network and evaluate areas where collaborative efforts would be beneficial in gaining more funding for projects within San Diego/Imperial Counties. The areas looked at were Allied Health, Logistics and Environmental Health.

- Tech Prep

Lynne Ornelas stated that in the new state plan Tech Prep would fold into Perkins and not continue to be stand alone. Additionally, the new Perkins legislation has added a requirement for alignment or linkage between community colleges and high schools as well as a focus on a program of study. Lynne mentioned that San Diego/Imperial Counties region participated and were funded through the Tech Prep Regional Coordination Grant. She mentioned that individuals from all colleges within San Diego/Imperial Counties are working on a regional collaborative model of a program of study and career pathway. Once completed, each college offering that particular program would use the accepted template. Stan Schroeder mentioned that Maureen Gevirtz was hired at 40% time through the GCCCD Auxiliary to be the Coordinator of this grant-funded project.

**VIII. Announcements/Other**

**Next Meeting - May 9, 2008**