



FOOTHILL COLLEGE

# Workforce Workgroup

## Minutes

Date: February 8, 2011 Time: 2:30 p.m.

Location: Toyon Room

### Attending:

Mark Anderson, Judy Baker, Jerry Cellilo, Dan Dishno, David Ellis, Liane Freeman, Kurt Hueg, Gay Krause, Rick Kuhn, John Mummert, Karen Oeh, Beckie Urrutia-Lopez, Bonny Wheeler

## Summary

Items	Notes
1. Perkins Application and Timeline	See Discussion Detail
2. Benchmarks and Metrics	See Discussion Detail
3. New VP of Workforce	See Discussion Detail

## Discussion Detail

### 1. Perkins Application and Timeline

- a. Perkins Grant Applications due 2/8/11; email to Akemi Ishikawa by 5pm.
- b. Akemi will process the applications and collate into a spreadsheet as shown by Mark on document camera called "Perkins Career Technical Education (CTE) FY 2011-2012 Budget Planning – TOP Code Prioritizations."
- c. Deans will meet with program directors and prioritize requests based on Program Reviews.
- d. Marketing, Career Center, Outreach, and OTI fall under "Across Programs" and do not prioritize by Top Code.
- e. At March 8 WWG meeting, Deans will present, and in the same meeting, the WWG will rank the priorities.
  - Prior to March 8, Mark will email Deans and ask for the program prioritizations so Akemi can create the spreadsheet/worksheet.

### 2. Benchmarks and Metrics – Follow up to meeting "Benchmarks and Goals" presented by Eloise Orrell and Andrew LaManque on 1/28/11

- a. By April, WWG will determine 3 primary goals for Strategic Master Plan.
- b. WWG will decide on target goals including a mix of both equity and general metrics.
  - Focus on increasing student achievement in Workforce programs.
  - Set a numeric value associated with the metric, such as 5%...
  - Pick moderate targets to start.
  - Student motivation: how do you track program success and effectiveness that enhances job placement? Are students getting jobs over certificates and degrees?
  - It is the goal of the college to double the number of degrees earned by students.
- c. One of the three WWG goals should be attached to Equity.
  - The Equity Plan drives WWG and the College Master Plan.
  - Identify metrics to measure equity efforts.

- How can the college improve persistence and increase vocational course success rate for under-represented students?
  - Look at access, % of course completion, % of degree and certificate completion, and transfer data.
- d. Follow up with Institutional Researcher
- Eloise Orrell and Andrew LeManque will talk to the WWG about metrics, goals, and tracking during WWG meeting on April 12, 2011.

3. **New Vice-President of Workforce**

- a. Interviews on 2/22/11.

Handouts:

1. Local Application and Perkins Budget Prioritization Process (overview)
2. Timeline – Perkins Applications and Prioritizations 2011
3. Example Metrics

Next WWG meeting is March 8, 2011 from 2:30pm – 4:00pm in the Toyon Room.