



FOOTHILL COLLEGE

Workforce Workgroup

Minutes

Date: January 11, 2011 Time: 2:30 p.m.

Location: Toyon Room

Attending:

Mark Anderson, Judy Baker, Dan Dishno, Liane Freeman, Kurt Hueg, Gay Krause, Rick Kuhn, Allison Meezan, John Mummert, Mike Murphy, Karen Oeh, Lori Thomas, Bonny Wheeler

Summary

Items	Notes
1. Perkins Local Application Process	See Discussion Detail
2. Perkins Budget Prioritization Process	See Discussion Detail
3. Timelines	See Discussion Detail
4. Career & Vocational Programs Guide	See Discussion Detail

Discussion Detail

1. Perkins Local Application Process

a. Section II and Section III Forms

- Each Perkins-funded Program TOP Code (i.e., TOP 1005.00 Commercial Music, TOP 1240.00 Dental Occupations) who received budget for FY10/11, and will continue to receive funding in FY11/12, must complete each form within Section II.
- The "Across Programs" i.e., Marketing, Outreach, Career Center, Occupational Training Institute (OTI), must complete Section III forms.
- These forms include the Checklist and Local Application.

b. Section II and Section III Budget Forms

- These Budget Summary forms shall be completed AFTER the Perkins Prioritization Process is completed.
- Budget forms are specific to "TOP Code Programs" and "Across Programs."

2. Perkins Budget Prioritization Process

a. \$542,000 was allocated last year. Approximately \$48,000 was not spent. It is crucial to spend immediately because we can lose the apportionment. One issue last year was the Banner system delaying Purchase Requisitions. Start spending it down now, and think about what to purchase in 2011-2012.

b. Division Priorities

- Each CTE Division Dean (BHS, BSS, CTIS, FAC) shall meet with their department faculty as a Division to review the top funding priorities documented in their Program Reviews completed in Fall 2010.
- Upon completion of this prioritization process, each division shall determine which funding sources will fund the priorities (B Budget, Measure C, Lottery, Perkins, etc.).
- The priorities designated for Perkins funding by the divisions will then be presented to the Workforce Work Group by the representative Dean for COLLEGE prioritization.

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<http://www.foothill.edu/president/workforce.php>

- The COLLEGE prioritization will be documented on the Perkins Prioritization Worksheet.
- c. Across Programs
 - Each program designated as "ACROSS PROGRAMS" - Marketing, Outreach, Career Center, OTI - shall conduct their own program prioritization as indicated above for CTE Divisions.
 - Be prepared to present these priorities to the Workforce Work Group for COLLEGE prioritization.
 - The COLLEGE prioritization will be documented on the Perkins Prioritization Worksheet.
 - d. Workforce Work Group
 - Upon presentation of division and across program prioritizations, the WWG members will rank the priorities in the Perkins Prioritization Worksheet, which will become the basis for presenting the final Perkins Budget Priorities to the Operation and Planning Committee (OPC).
 - e. Operations & Planning Committee
 - OPC will review the Workforce Work Group recommendations, and determine appropriateness of the funding recommendations, i.e., Perkins vs B Budget, Measure C, Lottery, other.
 - f. Planning and Resource Council (PaRC)
 - OPC will present their final recommendations to PaRC for preliminary approval and final recommendations to the President for approval.
3. **Timelines**
- a. Target Date for completion of Application forms: 2/08/2011
 - b. Division and Across Program Budget Prioritizations: 1/12/2011 - 3/04/2011
 - c. Presentation of Budget recommendations to Workforce Work Group: 3/08/2011
 - d. WWG - College-wide Perkins Prioritization Process and presentation to OPC: TBD
 - e. OPC Presentation to PaRC: 4/06/2011
 - f. Perkins Local Application submitted to CCCCCO: 4/29/2011
4. **Career & Vocational Programs Guide**
- Kurt Hueg and Lori Thomas, Marketing Office, presented on updating brochure
 - Mark Anderson passed out a hardcopy of each Division's CTE programs, a result of his emails and requests to Deans for current list of Career/Voc Ed programs.
 - Goal of Marketing Office is to update brochure by the end of March.
 - Marketing Office will email Division Deans a Word document with each program's descriptions. BioHealth program descriptions will be emailed to Kerry West.
 - Each Dean/Director needs to identify the changes and additions.
 - **Deadline for changes to Hueg/Marketing Office is February 17, 2011.**
 - 5,000 printed brochures are the minimum; should we order 10,000 copies because it saves money to print in bulk, and they are very popular in Division offices and High School Outreach?
 - Thomas commented that the model examples to follow are on pages 7 and 22; think about how the program benefits students, number of months to complete the program, how it will affect the student's bottom line, matches the Foothill catalog, list prerequisites and unit value, etc.
 - In the back is a glossary, email Lori Thomas if you want to add words to the list.

Next WWG meeting is February 8, 2011 from 2:30pm – 3:30pm in the Toyon Room.