



FOOTHILL COLLEGE

Workforce Workgroup

Minutes

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

Location: Toyon Room

Attending:

Sofia Abad, Mark Anderson, Judy Baker, Laureen Balducci, Jerry Cellilo, Dan Dishno, Liane Freeman, Al Guzman, Kurt Hueg, Akemi Ishikawa, Fatima Jinnah, Gay Krause, Elaine Kuo, Allison Lenkeit-Meezan, John Mummert, Eloise Orrell, Sara Seyedin, Beckie Urrutia-Lopez, Bonny Wheeler, Antonia Zavala

Summary

Items	Notes
1. Approval of 2/8/11 Minutes	Meeting Minutes Approved
2. Perkins Funding Discussion & Prioritization	See Discussion Detail
3. Metrics	See Discussion Detail

Discussion Detail

1. **Approval of 2/8/11 Minutes** – See Summary
2. **Perkins Funding Discussion & Prioritization** – Workforce Workgroup (WWG)
 - a. It was initially decided that each division/program would present their funding requests today, then at the subsequent meeting on 4/12, the updated, edited prioritization document would be presented back to WWG for approval. It was agreed WWG would review Priorities 1-5 by division. Divisions/Programs begin by presenting their requests for Priority 1.
 - b. Biological & Health Sciences (BHS) explained why their Priority 1 request is dedicated to professional growth. Attendance at conferences is essential for accreditation purposes and their programs cannot continue unless they are accredited. BHS was approved for all Priority 1 requests, total \$39,000.
 - c. Business & Social Sciences (BSS) stated that prioritizations in the spreadsheet reflect Priority 1 requests for the program, but not necessarily for the division. Requests with less priority will be identified and reconsidered. The Real Estate request was withdrawn for this reason. BSS identified that Geographic Information Systems' (GIS) software request can be paid by Lottery funds. The Small Business request for student employee salaries can be halved. Child Development's CARES Student Advising request is needed to pay for advising beyond the CARES restriction. BSS was approved for their reduced Priority 1 requests, total \$38,490.
 - d. The Career Center provides a direct service to students and stated that student employees are essential in this high traffic area. The Eureka system's online assessment is an instrumental tool for students utilizing the Career Center. The request for professional development funding was challenged, but concern was raised over why BHS's requests were approved and yet the Career Center's request was questioned. \$8,768 of the

Career Center's Priority 1 requests was approved. The remaining \$2,000 for professional development remains tentative until further discussion.

- e. Computers, Technology and Information Systems (CTIS) presented two new programs.
 - i. Funding for Virtual Lab Support was CTIS's highest priority. This program would address the need for substantive change to the way online support is provided to students. It would not only relieve faculty from handling time consuming, very basic, questions and issues, it would in turn, provide a forum for students who are reluctant to ask their instructor for help. Virtual Lab Support would be accessible by all students, not unlike the Foothill Global Access (FHGA) Help Desk. Despite some questions, most members of WWG were in favor of supporting this new program and its enhancements to students' online experience. In particular, the potential to assist special populations who may have difficulty with online courses was commended. Because of the broad accessibility for all students, concern was raised that Virtual Lab Support was not tied specifically enough to Career Technical Education (CTE) programs. A recommendation that additional college based funding also support this program and not come exclusively from Perkins, to address this broad accessibility issue. To reduce the funding request, it was suggested that the computers come out of Measure C or for the program to utilize existing computers and workspace in the FHGA area.
 - ii. LINC Support – Tech for Teachers will work on curriculum development for K-12 teacher training in CTE. The Krause Center for Innovation's (KCI) Learning in New Media Classrooms (LINC) program offers courses to better train the workforce. Funding for part-time and student employees would help address the understaffed KCI's needs. Questions were raised about funding this new program. It was suggested that there might be better use of Perkins funding, in particular, with regards to curriculum development.

Funding for both programs was not settled. The Priority 1 requests (\$38,000 for Virtual Lab Support and \$63,500 for LINC Support – Tech for Teachers) will be revisited and further discussed.

- f. Fine Arts & Communication (FAC) stressed that all Priority 1 requests were essential to the survival of the programs. Overall the division is requesting approximately \$6,000 less than it requested the previous year. The non-instructional salaries requested are instrumental in managing respective program laboratories or studios and the need for Avid/Digidesign Certification is not unlike BHS's need for program accreditation. FAC was approved for all Priority 1 requests, total \$25,700.
- g. Marketing presented the same funding request as the previous year, citing their contributions to specialty advertising for CTE programs. It was put forward that Perkins funded CTE programs go to Marketing first for their advertising needs before expensing their own budgets. Marketing was approved for all Priority 1 requests, total \$31,000.
- h. Perkins funding is determined by how the college serves its special populations (economically disadvantaged, limited English proficient, single parents/CalWORKs, displaced homemakers, students with disabilities, non-traditional students and dislocated workers). OTI will increase, or at least hold stable, Perkins funding for the college based on their work conducting targeted outreach and recruitment in the community to enroll special population students in non-credit and CTE programs at Foothill. The increase to their allocation request is to fill the gap left by cuts in CalWORKs funding. OTI was approved for all Priority 1 requests, total \$17,490.
- i. Outreach is reducing their request this year. Based on their assessment of program funding needs, they will eliminate all capital outlay requests and focus on support for CTE outreach to local community student populations. Outreach was approved for all Priority 1 requests, total \$5,000.
- j. Administration's funding request for supplies and materials remained the same as last year's request. Although the total \$8,000 was approved, past practice and the details of

this request will be evaluated to determine whether the amount should remain the same or be reduced.

- k. Due to a shortage of time remaining for this meeting, Priority 2 requests were quickly reviewed but tabled, along with the remaining prioritizations, for the next WWG meeting on 4/12. The divisions presented brief points on their Priority 2 requests. BHS needs to have state-of-the-art equipment to remain competitive and relevant to students enrolled in their programs. Diagnostic Medical Sonography, Respiratory Therapy and Veterinary Technology were evaluated as being in desperate need of the funds requested. Radiologic Technology said it would rescind their request for needed classroom equipment, if it would ensure Priority 2 funding for the division's other programs. There was a discrepancy between what was submitted by the division for the Veterinary Technology request for Priority 2 funding and what the department stated was its Priority 2 need. FAC stated that all of its Priority 2 requests were ongoing and essential to program functions. The funding requested is minimal and does not reflect what their programs truly need. BSS identified the need to fund conference speakers for the Child Development program and student employees for GIS. Small Business needs funding for release time, but BSS recognizes that this may not be the best use of Perkins funds. This type of request is intended to be a record of how the college is not meeting the program's need. After reassessment, BSS withdrew its Priority 2 requests at this time.
- l. It was questioned whether there were some Priority 2-5 requests that would be better funded by Perkins than some Priority 1 requests. Priority 1 will be revisited along with all other unresolved funding requests. Throughout the process concerns were raised about what Measure C and Lottery funds could in fact pay for in lieu of Perkins funds. There were also questions about the flexibility of funding. Can funds be moved between Account (Object) Codes? Are certain expenses, such as food and bus transportation, allowable? Information will be gathered to help clarify uncertainties. It was stated that programs should be reminded that Perkins funding is intended to support CTE, and it is important to keep the special populations we need to target in mind, when determining how to request funding.

3. **Metrics** – Eloise Orrell

- a. With the assistance of College Researcher, Elaine Kuo, some draft Metrics have been developed to help guide WWG in the formation of their Metrics and to generate discussion. Anyone with input or ideas for their Metrics can send them to Eloise Orrell. Metrics is important to the Accreditation process so a draft copy needs to be developed soon.

Handouts:

- Meeting Minutes 2/8/11 (DRAFT)
- Perkins Prioritization Budget Planning FY 2011-2012 (DRAFT)
- Perkins Prioritization Budget Planning FY 2010-2011 (REFERENCE)

Next Workforce Workgroup meeting: Tuesday, April 12, 2011, 2:30 p.m. – 4:00 p.m., Toyon Room