



FOOTHILL COLLEGE

Workforce Workgroup

MINUTES

Date: December 13, 2011

Time: 2:30 p.m.

Location: Toyon Room

Attending

Mike Murphy, David Ellis, Willie Frieson, Bruce Whistler, Phuong Tran, Rhonda Goldstone, Charlie Mckellar, Alexandra Duran, John Mummert, Mark Anderson, Kurt Hueg, Jerry Cellilo, Rick Kuhn, Daniel Dishno, Phyllis Spragge, Fatima Jinnah, and Christine Johnson

Discussion Detail

1. Career Center Presentation – Fatima Jinnah

Innovative programs and services

- Career Development Conferences – skill building workshops
- “Lunch & Learn” – Short skill building workshops led by career center and industry professionals
 - “How to choose a major”
- Career Focus – identify pathways to careers
 - Professional share stories how they got where they are
 - Reinforce concepts taught in Career/Life Planning classes
 - Partnership with Palo Alto University since last
 - PAU provides the speakers & FH provides the students
- “Facts & Snacks” – Outreach program designed to educate the Foothill community about Career Center services through direct interaction
- “Workshops on Wheels” – Programs designed to introduce the Career Center services directly to the students through in-class presentations.
 - Resume writing
 - Internship/Externship opportunities
- Foothill College Career Center Facebook page
 - More frequently updated information that website
 - More effective outreach and communication
 - Introduce career-enhancing opportunities and programs
 - “Study Abroad” programs

2. Guidelines and considerations regarding Perkin funding – John Mummert

Budget narratives with estimates are due January 19, 2012

- Perkin funding used to improve and enhance programs
- Funding should be driven by need and purpose
- There should documented degree outcomes and assessments
- Programs are generally split into 2 categories

Agendas and minutes will be archived online through the President’s Office
<http://www.foothill.edu/president/workforce.php>

- Academic programs
- “Across programs” that provide college-wide services
- Ensure adequate cross-sectional representation of college divisions
- Percentage of monies be allocated may need to be examined
 - Some areas may need more so others may have to sacrifice
 - Everybody takes turns so Money can be rotated every year
- Special populations such as veterans or underserved students might have extra consideration
- Review prioritization hierarchy for divisions
- Increase accountability through justification for specific budgeting plan
- Consolidate funding for items that might be better served on a college-wide level rather than on an individual divisional level
- Mandatory advisory committee meetings

OPC – program review is required if request for funding is to be approved

3. Core Mission Workgroup

- Require list of all people who will be on an advisory committee
- Clarify who is suitable to be on advisory committee
 - Committee members should cover broad spectrum of people
 - Industry professionals
 - Knowledgeable person from community
 - Student representative

Next meeting – Apprenticeship program presentation