FOOTHILL COLLEGE

Workforce Workgroup

MINUTES

Date: Feb. 14, 2012   **Time:** 2:30 p.m.   **Location:** Toyon Room

Attending

Skip Barnes, K. Allison Lenkeit Meezan, Jorge Rodriguez, Mark Anderson, Phyllis Spragge, Bonny Wheeler, Rachelle Campbell, Jerry Cellilo, John Mummert, Phuong Tran, Charlie McKellar, Glen Violett, Shelly Bowers, Becky Bartindale, Judy Baker, Kimberlee Messina, Willie Frieson, Alexandra Duran, Gay Krause, and Steve McGriff

Discussion Items

	Topic	Discussion Leader
1	Krause Center for Innovation	Gay Krause/Steve McGriff
2	Approval of 01/17/12 Minutes	Jerry Cellilo
3	FY12-13 Perkins Funding Requests	John Mummert
4	Meeting Minutes from Advisory Board due by 04/30/2012	John Mummert
5	Welcome Our Official WF VP	Jerry Cellilo

Discussion Detail

1. KCI Presentation - presented by Dr. Steve McGriff and Gay Krause
   a. Created mission statement with a WF context.
      • Take expertise and apply to stem programs.
      • Funding: 28% from college and 72% from donations.
      • Within framework, KCI works with Mark Anderson to create curriculum and work with John regarding any issues.
         o Integrating current technology with algebra.
         o How to fit in with college's core missions?
         o How can we reach out to the community?
         o How to use information technology in 21st century applications?
   b. PROFESSIONAL DEVELOPMENT PROGRAMS & CLASSES
      • MERIT – Intensive 2 week experience connecting teachers and students through the learning experience.
      • FAME – For Middle grade math teachers who want to learn how to use technology in math instruction.
   c. Business strategy is to expand bigger through effective promotion
      • Reach out to more audiences.
      • Provide community education through De Anza College.
      • Teachers who have gone through the program can present nationally.
      • Confidence to package and market the program to other states.
   d. Summary: KCI connects with the future, enhances FH's reputation nationally, and advocates our model globally.

2. Meeting minutes: Approved

3. Perkins Request Allocations:
   ➢ Total of all requests is $247,800, similar to last year
      a. Review and finish divisional allocation amounts.
         • Divisions are to go back and work out their numbers.
         • Deadline is March 13, after which the formal allocation approval will be submitted to OPC and PaRC for review.

      b. Clarification of PSME request
         • No more CIS – only Computer Science Department with three FT faculty: Mike Murphy and two software engineers
         • Not enough specific knowledge or specific areas to create additional courses to meet the demands of workforce students.
            o Those looking to develop new skills or update existing skills often take these courses.
            o Two levels of courses are envisioned:
               - Developing new skills: Base-level courses for those making a career change that focus on the core skills in Database Management, Mobile Computing, or Configuration Management.
               - Updating existing skills: Next-level courses built on top of each base course that will teach and extend high-end skills.
         • Creation of a sustainability program that will be expanded to whole campus
            o Five new courses in PSME about energy
            o Raise money to create a Science Learning Institute to support development of a unified program for campus
         • Request for $22K funding for part-time adjuncts to create curriculum
            o Take advantage of industry experts with cutting-edge knowledge to develop more workforce courses.
            o The courses are transferrable and intended for the workforce.
            o Fulfill one of the goals of Perkins, which is to adapt to industry needs.
               - Many companies have said, "If you can produce people with these skills, we will hire them."
         • $10,000 of the allocation request was approved

      c. Potential Perkins funding guidelines
         • Increase accountability in the use of funding
            o Brief synopsis of how much was spent or not spent at end of year by each program
            o Overview of what happened and how it benefitted the students
            o Was the money well spent? Did it accomplish what it was meant to do?
         Having a snapshot of what was done with Perkins allows us to take a quick look then move on to other things
         • Increase clarification in the use of funding
            o Write down and solidify criteria for deciding what is allowable or not allowable for funding for future reference
               - While Perkins is normally not allowed for curriculum development, it is allowable for stipends to start a new program to meet workforce demands.

      d. Budget forecasts and responses
         The amount for FY12-13 is expected to be very close to this year.

- If budget is the same:
  - Currently proposed allocations will be approved
  - Any changes in allocation should be submitted by March 9, 2012
- If budget is increased by 5% (~12,300)
  - Approve the tier 2 requests
  - Remaining balance to PSME
- If budget is cut by 5%
  - Every division will also be subject to a 5% reduction in allocation
  - Local control at the divisional level will be retained, so the divisions may determine what gets cut as they see fit.

If there is money that has not been planned to be spent for FY11-12, please let us know ASAP so that the money can be pooled together for big purchases

4. Meeting Minutes from Advisory Board due by 04/30/2012
   a. Each program must provide the minutes of at least one advisory board meeting from this academic year by April 30.
      - For programs who have their advisory board meetings in May or June, the minutes from the last meeting of the previous academic year is acceptable

   b. Programs who do not submit their minutes by the deadline will be ineligible to receive funding for next year

5. Congratulations to John Mummert as our new permanent Workforce VP!

Projected Documents/Handouts

1	Agenda 02/14/12
2	WWG Presentation Flyer – KCI
3	Meeting Minutes 01/17/2012
4	Perkins 2012-2013 Request Summary
5	KCI PowerPoint Presentation

Important Dates

1	March 9, 2012 – Deadline for modifications to divisional allocations
2	March 19, 2012 – Formal allocation approval submission for OPC and PaRC review
3	April 30, 2012 – Deadline for Advisory Board Meeting Minutes