



FOOTHILL COLLEGE

Workforce Workgroup

MINUTES

Date: January 17, 2012

Time: 2:30 p.m.

Location: President's Conference Room

Attending

Skip Barnes, Allison Lenkeitmeezan, Jorge Rodriguez, Mark Anderson, Phyllis Spragge, Bonny Wheeler, Rachelle Campbell, Jerry Cellilo, John Mummert, Charlie McKellar, Glen Violett, Sofia Abad, and Jeanne Thomas

Discussion Items

Topic		Discussion Leader
1	Apprenticeship Program	David Ellis
2	Approval of 12/13/11 Minutes	All
3	FY12-13 Perkins Funding Requests	All
4	Perkins – Spending	Charlie McKellar
5	Announcements	All

Discussion Detail

1. Apprenticeship Program presented by David Ellis
 - a. Apprenticeship defined as “a system of formal training comprised of on-the-job training and related and supplemental instruction in a field of trade”
 - b. Who is involved?
 - Program Sponsor: Trade, school, Labor Management and JATC. Trade is like plumbing. It's a training facility located outside of Foothill where students are taking classes.
 - CA Division of Apprenticeship Standard (DAS): An authority for state-registered Apprenticeship.
 - Chancellor's Office for Economic & Workforce Development (CCCCO): Set policy for Ed. And Labor Codes
 - Local Education Agency (LEA): Foothill runs state-registered Apprenticeship. Foothill is responsible for the writing and updating the curriculums, hires PT-faculty to teach the Apprenticeship classes, makes sure students are registered and the classroom hours reported, and gives out certificates. Foothill's Apprenticeship programs are Sheet Metal Building Trades, Electrical, Plumbing/Pipe Trades, Sound & Communications, Elevator Constructor, and Field

Ironworker. We have classes held at twenty-three external campuses, anywhere from Monterey County to Fresno County.

- Fifteen certificates approved by the DAS, and FH is supposed to have the same certificates in our system. At the end of 5 years, the students will receive two certificates, one from FH and one from DAS with the license number.

c. What are the eligibility criteria?

- i. Minimum 17-year old
- ii. Received High school diploma or GED
- iii. Completed Algebra I with C or better
- iv. Assessment testing such as English and reading comprehension. It's part of DAS and Program Sponsor's rules
- v. Oral interview
 - The student will be ranked based on the point system.
 - These are the processes the DAS has set up for the candidates to be accepted into the program. It's a blending of Ed and Labor Codes.

d. Career Track

- i. Pre-Apprentice: First 6-months is to learn about the trades.
- ii. Apprentice: 2-5 years will learn on the job.
- iii. Certify as Journeyman: Required to pass State License Exam.
- iv. At FH, we offer AS Degree for Electrician Program. The students may pursue a BS Degree later on.

e. Benefits to the College:

- Average Daily attendance (ADA)
- Satisfies key mission for Workforce Development
- Expands into "Green" curriculum
- Employers/jobs
- Fiscal control of Montoya RSI Fund
- Students return to complete GE/AS degrees
- Courses are prime for on-line learning – How online learning can be incorporated
- Transfer to National Labor College (NLC)
- Grant opportunities in CTE programs.

CTIS Division used to oversee Apprenticeship Program. Due to recent changes in that division, the Apprenticeship Program is now part of BSS, and BSS picks up the curriculum work for Apprenticeship classes. The Part-time faculties who teach at the sites write the curriculums, but we have to approve them. Apprentices system is operated differently from the College due to the way it is set up.

2. Approved 12/13/11 meeting minutes

3. FY12-13 Perkins Funding Requests: Today we reviewed all FY12-13 Perkins funding requests and finalize the number by Feb. 14th meeting. After that we will ask the programs to put their final requests in. As a group, we will go over the budget narrative, and change if necessary to get to our target number. No editing at the college level yet. Last year, we agreed that there would be no release time. There are Professional Development requests for programs that need it for accreditation and other programs that don't. We have to be careful not to use Perkins funding for things that we would do anyway. There are certain requested items can be purchased through other source of funds such as lottery money or Measure C. We will make recommendations to OPC and OPC can say "yes" or "no."

We expect to have the same amount like last year minus 3 to 5 percent. In February, we should know how.

What Perkins money is earmarked for?

Perkins fund is for special population and Career Technical Education. It's supposed to improve and enhance the programs. John M. suggested that we should invite a trainer in to help us for the next process to make sure that we have a good understanding of improving and enhancing. The best time for us to reengage and follow the Perkins' criteria is when we start a new 5-year cycle. It's expected to be next year. If there is an audit, we are ready for when we have a good understanding about Perkins.

Release time: WWG agreed no release time on Perkins last year because faculty may request release time from the College. The programs that have mandated release times typically are programs that have their own accreditation, so not appropriate for Perkins. Course development and curriculum currency is part of Faculty's responsibility. As a group, we have to realize that we don't have enough money for everything.

- a. CTIS/PSME's request: Take out \$9,500 for release time and \$6,500 for 10 mobile devices. We need more clarification from Peter Murray regarding \$10,000 request - non-instructional salaries for course development?

Keeping your course outline and curriculum part of job description. What we can afford and what the faculty is doing. Last year, we requested release time from OPC instead of Perkins. CNET needs to justify in Feb or need clarification. Regarding the mobile devices, John suggests that we should have a two-tier system where requests can be approved in good years, but delayed in not so good years. CTIS has a chunk of money from another draw from Measure C.

- b. Marketing: Very similar to last year; in fact, request is slightly less
- c. OTI: Because they target special population, money from OTI helps us. Perkins has traditionally funded trips and conferences required for accreditation. Also good idea to fund professional development for faculty and staff to support CTE students. PLD (Faculty & Staff development fund) used for training. When we do the assignment, X% of the program coordinator's salary is paid for this way. Our population is supposed to be Perkins funded. OTI could go away, so Perkins is not supplanting. OTI also receives some funding from DA. We gave OTI extra money last year, so this year if state reduces money, OTI could be reduced. Perkins should apply only toward program-specific advertising.
- d. Career Center: Is there lottery money allocated for Career Center? Resource manuals should be in supplies - 4000 Object Code. Eureka software could possibly be funded by lottery money. What are the manuals? New books such as career books, resume writing, and research for jobs. Career center did not receive lottery money last year.
- e. GIS – Say no to release time. \$2,000 in lottery for the main software used by the program. Suggest fund software from Perkins, fund Advisory board from elsewhere. Set aside a pool of conference and training funds for non-accredited programs to maintain currency.
- f. Accounting – No release time. \$1,000 lottery is paying for software. Should get budgeted for same amount as last year. How many students taking accounting classes each year? Productivity of accounting classes is high because effectiveness of the tutoring program. Tutoring not just accounting students: business, economics students too.
- g. CHLD – Funding CARES advising for students. Sponsored small conferences so costs are low so childcare professionals can attend.
- h. Business – Increase conference and professional development budget? Funding for Small Business Entrepreneurs – cross-discipline support for all students; and the Business Incubator, which has potential to generate future incomes.
- i. Fine Arts – Requested same amount as last year. NFR = temporary license, not software, so lottery will not pay for it.
- j. Bio Health – Horticulture is only one that does not have accreditation mandate. Radiologic Technologies has greatest need for new

equipment, so prioritize funding for that particular department first. The college is unlikely to be able to buy the CAD monitor. Supplies such as medical gas, IV's, and feed for animals are purchased with B-budget. Cannot just bring anybody in for tutoring, needs to be somebody with experience.

We can look at these numbers again in February. Each department is going to go back and determine what are the priorities. We can determine an equitable distribution using measureable metrics such as how many students are really using the resource.

Current spending is at 30% of budget, but should be at about 50%. Reexamine why spending is behind schedule to determine if the money really needs to be used. If there are funds that you feel that you won't be using, please let us know. We will try to allocate as much as possible. If you do give money back, you will not be penalized with a reduction next year. This is just a way to highlight which departments have a greater need