



FOOTHILL COLLEGE

# Workforce Workgroup

## MINUTES (DRAFT)

**Date:** October 11, 2011

**Time:** 2:30 p.m.

**Location:** Toyon Room

## Attending

Mark Anderson, Jerry Cellilo, Dan Dishno, Alexandra Duran, Liane Freeman, Kurt Hueg, Akemi Ishikawa, Gay Krause, Rick Kuhn, Charlie McKellar, Kimberlee Messina, John Mummert, Mike Murphy, Jeanne Thomas, Beckie Urrutia-Lopez, Bonny Wheeler

## Discussion Items

Topic	Discussion Leader
1. Middlefield Campus Career & College Connections	Alexandra Duran
2. Welcome & Introductions	All
3. Approval of 05/10/11 Minutes	All
4. Perkins Timeline & Due Dates	Jerry Cellilo
5. Mission Statement	Jerry Cellilo
6. Workgroup Objectives	Mark Anderson
7. Announcements	John Mummert

## Discussion Detail

### 1. Middlefield Campus Career & College Connections (MCCCC)

MCCCC provides community outreach and support to students (and their families) with individualized service to assist them with reaching their academic and career goals. Parent involvement and support is considered a key component to student success. One-on-one and group workshops are both offered. Bilingual services are also provided. Students can receive assistance with the application & registration process, purchasing of textbooks, computer/technical support, career pathways and transfer processes. Funding for MCCCC services is provided in part through the SB70 CTE Grants and partners in the Silicon Valley Community Collaborative (SVCC) provide services to students as well. MCCCC also provides access for students to participate in programs such as Map Your Future, Bridge to College, the Child Development Conference, and the EMT Summer Academy. Refer to Middlefield Campus Career & College Connections Services sheet and Middlefield Campus Career & College Connections Resource sheet for details and contact information.

### 2. Welcome & Introductions

New WWG participants were welcomed and all participants identified and introduced themselves.

**3. Approval of 05/10/11 Minutes**

Minutes were approved, but a discussion surrounding non-transcriptable (local) certificates was raised. The term "non-transcriptable" is used, and clearly defined, in the college course catalog. There was concern that local certificates are currently the responsibility of the divisions to track and record. There is no consistency and access to information in dispersed divisions, such as CTIS. A central repository was suggested, but maintenance, data entry, access, etc. need to be addressed. See Meeting Minutes 05/10/11 (DRAFT).

**4. Perkins Timeline & Due Dates**

The short narrative funding request for Perkins 2012-2013 is due on 12/1 to John Mummert <[mummertjohn@foothill.edu](mailto:mummertjohn@foothill.edu)>. Narratives should be kept brief. A sample will be sent for reference. At the next WWG meeting, the estimated division allocations will be set. We are attempting to simplify and streamline the process this year. Allocations will be estimated and scenarios for additional or less funding will need to be taken into consideration. Our timeline is scheduled in tandem with the PaRC and program review timelines. Divisions/Departments should include their Perkins budget request in their resource request in the new program review template. (The new program review template will be released in about a week.)

**5. Mission Statement**

A draft mission statement was presented describing the purpose of the WWG. It was agreed to keep the statement concise and to the point. The statement is still a work in progress. Suggestions/Edits should be sent to John Mummert <[mummertjohn@foothill.edu](mailto:mummertjohn@foothill.edu)>. The tri-chairs and ex-officio will meet to continue work on the draft statement along with responsibilities, goals and annual objectives. See Mission Statement (DRAFT).

**6. Workgroup Objectives**

Tri-Chair Mark Anderson will be presenting our Core Mission Workgroup Objectives to PaRC. Many of the items that WWG will be addressing with regards to the Mission Statement, responsibilities, goals and annual objectives overlap and support the information required in the Core Mission Workgroup Objectives worksheet. The tri-chairs and ex-officio will meet to complete a draft version of the Core Mission Workgroup Objectives worksheet and report back to WWG before the presentation to PaRC.

**7. Announcements**

- a. Cooperative Work Experience (CWE) will be hosting a Cooperative Work Experience Open House on Thursday, November 17, 12:00p-1:30p, Hearthside Room. Students can meet with industry representatives to discuss employment needs and job openings. Industry participants include: High tech, Construction Trades, Non-Profit, Business. This is a great opportunity for students to make contact for future job openings!
- b. The 15-minute presentations by various Workforce/CTE/Career related programs are scheduled at the beginning of all WWG meetings for the rest of the academic year. A tentative schedule has been created. (Refer to the WWG Cooperative Work Experience Presentation Flyer for the tentative schedule.) Scheduled presenters, please contact John Mummert <[mummertjohn@foothill.edu](mailto:mummertjohn@foothill.edu)> if you would like to make any changes to the calendar. Marketing stated they would like to be added to the list of presenters. With a full calendar, presentations may have to continue into the following academic year.
- c. Foothill College with the Joint Special Populations Advisory Committee will be co-hosting a FREE CA Perkins Nontraditional & Special Populations Workshop on Friday, November 4, 9:00a-12:00p in the Toyon Room. See the FREE CA Perkins Nontraditional & Special Populations Workshop Flyer for details. Participants please register at: [www.jspac.org/calendarregistration/workshops](http://www.jspac.org/calendarregistration/workshops)

**Handouts:**

- Middlefield Campus Career & College Connections Services
- Middlefield Campus Career & College Connections Resource Sheet
- Meeting Minutes 05/10/11 (DRAFT)
- Perkins Timeline 2011-2012 (DRAFT)
- Mission Statement (DRAFT)
- WWG Cooperative Work Experience Presentation Flyer
- FREE CA Perkins Nontraditional & Special Populations Workshop Flyer

**Important Dates:**

- Perkins Funding Request 2012-2013 Budget Narrative, Due: Thursday, December 1, 2011
- Next Workforce Workgroup Meeting: Tuesday, November 15, 2:30-4p, President's Conference Room