



FOOTHILL COLLEGE
Workforce Workgroup

MINUTES (DRAFT)

Date: November 15, 2011 **Time:** 2:30 p.m. **Location:** President's Conference Room

Attending

Jerry Cellilo, Dan Dishno, Alexandra Duran, David Ellis, Willie Frieson, Rhonda Goldstone, Kurt Hueg, Akemi Ishikawa, Gay Krause, Rick Kuhn, Charlie McKellar, John Mummert, Jeanne Thomas, Beckie Urrutia-Lopez, Glenn Violett, Bonny Wheeler, Antonia Zavala

Discussion Items

Topic	Discussion Leader
1 Cooperative Work Experience	Beckie Urrutia-Lopez
2 Approval of 10/11/11 Minutes	Jerry Cellilo
3 Perkins Timeline & Due Dates	Jerry Cellilo
4 Perkins 2012-2013 Budget Narrative & Estimate	Jerry Cellilo
5 Perkins 2011-12 Allocation Revision	Jerry Cellilo
6 Mission Statement	John Mummert
7 PaRC Report/Core Mission Workgroup Objectives for 2011-12	John Mummert
8 Accreditation Summary	John Mummert
9 Announcements	John Mummert

Discussion Detail

1. **Cooperative Work Experience (CWE)**
 - a. Cooperative Work Experience (CWE) combines academic learning with workplace application in learning objectives. In 2000 Beckie Urrutia-Lopez became the 1st full-time instructor and coordinator of the program and has been trying to streamline and modernize the program since coming on board. The program introduces students to career exploration, labor market research, and job retention exercises. Students enroll in a CWE course that provides academic knowledge & theory and college course work applicable to their workplace experience. They are exposed to new technology, learn new skill sets, build up their employment portfolio, become a more marketable candidate toward their future career, and can reinvent and re-energize themselves to remain relevant in the new global workforce. Employers gain access to productive employees with a strong work ethic, relevant skills, self-confidence and the ability to grow within the company. CWE also provides an excellent segue for developing internships with employers. See Cooperative Work Experience (CWE) PowerPoint.
 - b. CWE will be hosting an Open House on Thursday, November 17 from 12-1:30p in the Hearthside Lounge. Students can learn about internship opportunities and network with employers and discuss job openings. Students are encouraged to bring their resume.

There will be an employer panel with representatives from high tech, non-profit, construction management, healthcare, business, and social media industries. See CWE Open House flier.

2. Approval of 11/15/11 Minutes

Minutes were approved.

3. Perkins Timeline & Due Dates

In consideration of the Division's Program Review due date on December 16, the Perkins timeline and due dates have been revised. A new timeline with changes will be distributed to WWG.

4. Perkins 2012-2013 Budget Narrative & Estimate

The short narrative funding request for Perkins 2012-2013 is now due on January 9, 2012 to John Mummert <mummertjohn@foothill.edu>. A sample was provided as reference. At the next WWG meeting, any questions and concerns for completing the forms can be addressed. 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.

5. Perkins 2011-12 Allocation Revision

- a. The Foothill College apportionment of the Perkins IC 2011-2012 budget was reduced by the State Chancellor's Office by \$3,182. Due to a significant change in the use of funds in Outreach, the reduction will be taken from their allocation. Funding for Outreach will be reduced by \$4,000. The difference, \$818 will be added to the Administration budget to be disseminated to Perkins programs as needed throughout the fiscal year. Perkins 2011-12 Allocation Revision was approved. See Perkins IC 2011-2012 Revised Budget Summary.
- b. Business and Social Sciences noted that Child Development will only be using \$3,000 of its travel and conference funding. \$2,000 will be unspent. It was decided that allocation changes for programs can be decided at the division level and brought to WWG as an informational item. It does not need to be brought forward as an action item for WWG.

6. Mission Statement

Two versions of a draft mission statement along with a list of responsibilities, goals and annual objectives were presented. Discussion about adding a statement about advisory boards and WWG's relevance/service to the community was supported. Suggestions/Edits should be sent to Charlie McKellar <mckellarcharlie@foothill.edu>. See Mission Statement (DRAFT).

7. PaRC Report/Core Mission Workgroup Objectives for 2011-12

Mark Anderson presented the Core Mission Workgroup Objectives for 2011-2012 to PaRC. Emphasis was placed on Objective 1, with regards to WWG maintaining quality control and oversight of the Perkins funded programs' advisory board committees. Biological and Health Sciences' advisory boards already have stringent guidelines and standards to follow for their accrediting commissions. Objective 3, set a metric for the formation of a college level workforce advisory board. There was consideration of the potentially limited time commitment from industry/community participants. An annual meeting with outside representation would be practical and sufficient. See Core Mission Workgroup Objectives for 2011-2012.

8. Accreditation Summary

The Accreditation final report on Foothill College will be out in January/February. Foothill's integrated planning structure was praised. The college needs to disseminate the information college-wide so all are aware of the process. The process is captured in the Educational

Master Plan and updated annually. Resource requests go through departments and divisions using learning outcomes and program reviews. At the same time, the core mission groups are also reviewing resource requests. From the divisions and core mission groups, resource requests are reviewed by OPC who forward their recommendations on to PaRC. See IP&B-New_Structure10_3.

9. Announcements

- a. There has been a change to the CTE presentation schedule. The Career Center will present at the next WWG meeting on 12/13.
- b. A template for Perkins prioritizations was requested. The template would act as a standard data "check sheet" for deans to confirm prioritization criteria has been met. Bonny Wheeler will meet with the tri-chairs to brainstorm about a template design.
- c. Because the next WWG meeting takes place during finals week, there will be no action items on 12/13.

Projected Documents/Handouts

1	Agenda 11/15/11
2	Meeting Minutes 10/11/11 (draft)
3	Perkins Timeline 2011-2012 (draft)
4	Perkins 2012-2013 Budget Narrative Form
5	Perkins 2012-2013 Budget Narrative Sample
6	Perkins Allocation Revision (draft)
7	WWG Mission Statement (draft)
8	Core Mission Workgroup Objectives for 2011-12
9	WWG Presentation Flyer
10	IP&B-New_Structure10_3

Important Dates

1	Next Workforce Workgroup Meeting: Tuesday, December 13, 2:30-4p, Toyon Room
2	Perkins 2012-2013 Budget Narrative Form due 01/09