



FOOTHILL COLLEGE

# Workforce Workgroup

## MINUTES

**Date:** 10/9/12

**Time:** 2:30 p.m.-4pm

**Location:** Toyon Room 2020

## Attending

Mark Anderson, Skip Barnes, John Carrese, Robert Cormia, Dave deVillers, Daniel Dishno, Reg Duhe, Alexandra Duran, Liane Freeman, Gay Krause, Elaine Kuo, Elaine Haight, Keith Lee, Allison Lenkeit Meezan, Charlie McKellar, John Mummert, Peter Murray, Eloise Orrell, Bruce Tambling, Jeanne Thomas, Phuong Tran, Bonny Wheeler, Donna Wolf

## Discussion Items

Topic		Discussion Leader
1	Presenter- Center of Excellence	John Carrese
2	Approval May 8, 2012 minutes	Mark Anderson
3	Introductions	Mark Anderson
4	Workgroup Objectives	Mark Anderson
5	The Year Ahead	John Mummert
6	Perkins update	Charlie McKellar
7	For the Good of the Order	Mark Anderson

## Discussion Detail

1. Presentation: John Carrese, director of the Center of Excellence, part of the technical assistance arm of the Chancellor's Office, presented labor market research data to help bring an understanding of the changing sectors and new demands occurring in the Bay Area. His research currently focuses on 26 Bay Area colleges. He guided the group through his website (<http://www.coecc.net>) and discussed the various website tabs and menus. His information on labor statistics, regional labor markets, industry sector profiles, and snap shots of job postings is a real time labor market tool that can be useful data in resource grant proposals for the Workforce Workgroup.

2. May 8, 2012 minutes: approved by general consensus.

3. Introductions: All attendees introduced themselves and identified their program.

4. Workgroup Objectives: Handouts of 2011-2012 objectives and reflections were reviewed. New objectives must be created for 2012-2013 academic year. Suggestions were discussed among the group. Suggestions included updating the Workforce website with a list of all CTE programs and creating a more accessible link on Foothill's site. Other suggestions included improving contacts with potential employers, examining emerging markets and demand base, what can we do to aid success of special populations, how can we help develop a transition plan to retrain mature 45-55 year old workers to stay competitive within their industry. Suggestion was made that we focus on one or two objectives.

## 5. Year Ahead:

-College Mission Statement-Foothill College will be revisiting this, looking at career prep and enhancement. Suggest WWG members revisit this as well and bring back thoughts & ideas to next WWG meeting. WWG is included in shared governance, more information can be found at [www.foothill.edu/president/governance.php](http://www.foothill.edu/president/governance.php)

-Data collection & CTE Survey- we participated in the pilot study CTE Survey with RP Group (See handout- Completers/Leavers). For 12/13, we are participating again, 40 colleges are included in the survey. CTE Survey may be helpful in gathering data for Workforce Workgroup. This data will be ready at the end of next summer. For those eager to retrieve data before next summer, Workforce contracted with CMSI can provide program specific, nationwide data including but not limited to employment trends, earnings, college program offerings. Division VP suggested WWG set aside a meeting to specifically address data collection and review. Elaine Kuo will be invited to a WWG monthly meeting to discuss the pilot survey results. WWG is part of the Bay Area Community College Consortium (BACC) which hosts a very current website regarding Workforce CTE programs.

-Presentations- future meeting set-up was discussed. Initial 15 minutes will commence with a presentation, followed by non-Perkins topics & discussions, followed by Perkins related topics and discussion. WWG will continue to provide information and transparency.

Vice Chancellor, Van Ton- Quinlivan (see handout, "A Critical Conversation") will be held on Friday, November 2<sup>nd</sup> in the Toyon Room 2020. She will discuss Workforce issues and the shifting focus of WWG as seen by the state Chancellor's office. Email John Mummert ([mummertjohn@fhda.edu](mailto:mummertjohn@fhda.edu)) to reserve your seat.

Nathalie Gosset (see handouts) is invited to speak here on January 25<sup>th</sup>. Let John Mummert know if that's a good day. Perkins Admin fund is splitting the cost with Diablo Valley College.

-Website- Discussion ensued: website is difficult to find; we need an accurate list of all programs; what should site do for us and for our students; competency based; provide access for students to explore which courses they may need to attain a specific job, certificate, transfer information, job opportunities, retraining or upgrading skills; user design; marketing guidelines; information for dislocated workers; key words to utilize; recommended links; developing a electronic/paper version of CTE brochure marketing various careers. By general consensus, it was decided that revamping the website would be our number one objective for 2012-2013. Subcommittee to review and re-design website was created. It includes Bob Cormia, Reg Duhe and Charlie McKellar.

6. Perkins Update- reviewed the handout "Draft Resource Allocations Timeline 12/13." Attendees were reminded that the Perkins fund code for this current fiscal year 2012-2013 has changed, **fund code for current year is 135008.**

-Reminder- all funds need to be spent by end of fiscal year, they do not roll over. ALL Perkins funding requests are to be signed by VP of Workforce Development, John Mummert.

-State must pre-approve all Out of State travel. All Out of State Travel form requests must initially be sent to John Mummert. He will forward the request to the state for pre-approval.

-Handout "Perkins CTE Approved Allocations FY12/13" was reviewed.

Perkins funding is awarded on a 4-year span. In Fiscal Year 14/15, new program applications can be submitted.

-A reminder that "Perkins Funding Request for 2013-2014 Budget Narrative" form is due December 14<sup>th</sup>. Blank forms will be provided. Process: WWG reviews applications and make recommendations, PARC votes on the requests and determines actual allocations linking them with program reviews.

7. For the Good of the Order: If you know of anyone that should be included or invited to WWG meetings, please submit names to John Mummert or Donna Wolf.

### Projected Documents/Handouts

1	Workforce Workgroup Meeting Agenda 10/9/12	
2	May 2012 WWG Meeting Minutes	
3	Workforce Workgroup Objectives 11/12	
4	Workforce Workgroup Reflections 11/12 (	
5	College Mission Statement	
6	CTE Survey Results	
7	Draft Resource Allocations Timeline 12/13	
8	Perkins CTE Approved Allocations FY12/13	
9	Invitation for 11/2/12 Critical Conversation with Vice Chancellor Van Ton-Quinlivan	
10	Natalie Gosset Invitation & Bio)	

### Important Dates

11/2/12	A Critical Conversation with Vice Chancellor Van Ton-Quinlivan
11/13/12	WWG Meeting
12/11/12	WWG Meeting
12/14/12	Perkins Requests (narratives) <b>DUE</b>
1/08/13	WWG Meeting
1/25/13	Possible Guest Speaker-Nathalie Gosset