



Workforce Workgroup (WWG)

MINUTES

Date: 1/14/14

Time: 2:30-4:00pm

Location: Room 1901

Attending

Mark Anderson, Skip Barnes, Rachele Campbell, Robert Cormia, Daniel Dishno, Reg Duhe, Kurt Hueg, Gay Krause, Elaine Kuo, Keith Lee, Charlie McKellar, Nanette Solvason, Jeanne Thomas, Chris White, Donna Wolf

Discussion Items

Topic	Discussion Leader
1 Approval Dec. 3, 2013 minutes	Mark Anderson
2 Perkins Funding Rubric	Mark Anderson
3 New CTE Programs- PaRC	Mark Anderson
4 Website Update	Donna Wolf
5 Employer Survey: Sub-committee Update	Robert Cormia/Elaine Kuo
6 Perkins: Budget Narratives Review-February Meeting	Charlie McKellar
7 For the Good of the Order	Mark Anderson

Discussion Detail

1. Approval of Minutes: Noted addition on attendance list, Jeanne Thomas. Minutes approved by general consensus.
2. Perkins Funding Rubric: Draft was reviewed and approved by group to present to PaRC
3. New CTE Programs: John Mummert and Kimberlee Messina will present New CTE programs to PaRC on January 15. Programs include:
Kinesiology programs- "Certificate of Achievement- Fitness Instructor" and "Certificate of Achievement-Personal Trainer." BHS program- "Certificate of Achievement- Interventional Pulmonology." BSS programs- "Certificate of Achievement in Geographic Information Systems I," "Certificate of Achievement in Geographic Information Systems II," "Certificate of Achievement in Geographic Information Systems III," and "Associate in Arts in Geographic Information Systems Technology." Apprenticeship- "Associate in Science in Air Conditioning & Refrigeration," "Associate of Science in Steamfitting & Pipefitting Technology," Associate of Science in Plumbing Technology," "Certificate of Achievement in Steamfitting & Pipefitting," "Certificate of Achievement in Residential Plumbing," "Certificate of Achievement in Refrigeration & Air Conditioning Mechanical Service," and "Certificate of Achievement in Commercial Plumbing."
4. Website Update: Donna Wolf reported that all WWG agendas, minutes, reports, forms and updates are located on the workforce webpage located at www.foothill.edu/workforce/ Lee Collings uploaded everything and was able to add Workforce under the QUICKLINK tab on Foothill's cover webpage.
5. Employer Survey Update: Elaine Kuo reviewed the sub-committee's PowerPoint presentation "CTE Program Proposals: Labor Market Information" which will be uploaded to the Workforce webpage. Questions proposed by the group included: 1. What is required?, 2. What is the next

step?, and 3. How can we standardize and streamline the process? Elaine also reviewed the handout sample of Geographic Information Systems Technology Employer Survey, created on 'Survey Monkey.' This sample will be uploaded on the WWG webpage. If utilizing "Survey Monkey," the survey question limit is ten. On the GIS sample, some of the survey questions are standard, and some are directly specific to the individual program and skills. Sub-committee members Robert Cormia, Daniel Dishno, Reg Duhe, Lauren Hickey, Elaine Kuo and Don MacNeil will meet again to standardize as much as possible the process.

6. Perkins: Reminder to spend your funds, advisory boards meeting minutes should be emailed to Donna Wolf, all program directors need to attend next month's "All Perkins" meeting to review budget narrative requests for 2014-2015. There are still a few narratives that have not yet been submitted. Late Budget Narrative Request forms (due 1/10) need to be submitted this week.

5. For The Good of the Order: Nothing at this time

Documents/Handouts/EMAIL

1	Agenda 1/14/14 (emailed)
2	Minutes 12/03/13 (emailed)
2	Perkins Funding Rubric (emailed)
3	Geographic Information Systems Technology Employer Survey (handout)

Important Dates

2/11/14	WWG Perkins Only Meeting
3/12-14/14	CCCAOE Spring Conference