



Workforce Workgroup (WWG)

MINUTES

Date: 5/13/14 **Time:** 2:30-4:00pm **Location:** President's Conference Room 1901

Attending

Mark Anderson, Catherine Ayers, Skip Barnes, Robert Cormia, Dan Dishno, David Ellis, Dawn Girardelli, Ken Horowitz, Dave Huseman, Gay Krause, Keith Lee, Charlie McKellar, Peter Murray, Nanette Solvason and Donna Wolf

Discussion Items

Topic	Discussion Leader
1 Approval 4/22/14 minutes	Mark Anderson
2 Core Mission Reflections-PARC 2 nd read	Mark Anderson
3 New Programs-PSME (Peter Murray), BHS (Ken Horowitz)	Mark Anderson
4 Grant Update- SB 1070 & AB86 & regional relationship (Dawn Girardelli)	Mark Anderson
5 Discussion: Programs, jobs, certificates, skills -Employer Survey Updates	Robert Cormia
6 Perkins Update: Advisory Board minutes due to Donna Wolf by 6/30/14; Application for 2014-2015 in upload process; All expenditures must clear by 6/30/14; Submit plan for unused balances to Donna Wolf by 5/16/14; Perkins 2013-2014 final report will be emailed to program directors in June, due 7/11/14.	Charlie McKellar
7 For the Good of the Order	Mark Anderson

Discussion Detail

1. Approval of Minutes: Minutes from 4/22/14 were approved by general consensus.
2. Core Mission Objectives/Reflections, 2nd read- Objectives were distributed/reflections were distributed to members. Discussion ensued regarding targets, measures, completions, outcomes, and continuance. All three objectives were met and will be presented to PaRC.
 - I. Continue to verify and improve the use of Perkins funding at Foothill College-Perkins funding is on track, awareness of funding was improved with creation of Perkins funding rubric. Perkins Advisory Board minute submissions are on track for to be complete by 6/30/14 since most boards meet in May and June. Programs were kept updated per state regulations regarding application process, allowable expenditures, professional development, and out-of-state travel.
 - II. Continue to increase awareness and improve information access related to all workforce and CTE programs at Foothill College- Program awareness has increased with marketing efforts and creation and distribution of "In-Demand Training for Rewarding Careers," our career and vocational guide. Monthly presentations at our WWG meetings have highlighted CTE Workforce programs. Continued participation in the BACCC (Bay Area Community College Consortium)

has helped to better identify other career programs offered in the Bay area; however, this effort is ongoing and needs to be vamped up next year.

III. Improve the visibility and functionality of the Workforce web page at

<http://www.foothill.edu/workforce/> With the help of the FH Webmaster, updates have been provided and uploaded to the website to accurately list all CTE programs, contact information, WWG minutes. Agendas, meeting dates and times, Gainful Employment Disclosures, Employer Survey Template, Sub-Committee reports and members. With recent personnel changes this will continue to be adjusted.

Reflections will be brought to the next PaRC meeting scheduled for 6/4/2014.

3. New Programs: "Program Creation Process Check Lists" were brought forward by Peter Murray for PSME and by Ken Horowitz for BHS. Murray reviewed with the group two programs. The first, Biomedical Technology Technician Program offers a non-transcriptable certificate with the completion of 25 units. The program is modeled after a successful Minnesota based program. The Commercial and Industrial Technician Program offers a non-transcriptable certificate with the completion of 24 units. Both programs take existing courses and package them into a certificate that gives students a credential that appeals to employers. Both pilots can lead to a certificate of achievement. If the programs were to become transcriptable, the WWG recommends DSN input. Both programs demonstrate excellent potential and offer a wide appeal to both veterans and high school students. WWG recommended approval for both of the PSME new programs to continue through the program creation process.

-Ken Horowitz presented a proposal for a new BHS program, Geriatric Health Care Technician Program, which offers students a certificate of achievement after competing 22 units. WWG recommended test of concepts through individual courses. WWG was supportive of the concept and recognized the general demand for employment in this area; however, voiced concerns as to whether the certificate is too large. WWG recommended the need for development of an Advisory Board group to meeting to discuss further developments, possible consideration of modules, possibility of writing and offering the courses as non-credit, assess the actual demand of the components of the curriculum and possibility of coordinating curriculum with other geriatric/gerontology related faculty. The program creation will be submitted to the VP of Education for further feedback regarding continuance.

3. Employer Survey: Robert Cormia reported that the sub-committee is updating survey drafts. We will review updated drafts at next meeting then post on the workforce website. Bob spoke briefly about the importance of regional planning and referenced a video portion of Von Ton Quinliven's "Doing What Matters." There will be funding available for more regionally coordinated projects in the future.

4. Dawn Girardelli gave an update on the grants she is currently developing, specifically, SB1070 and AB86. She gave insight into the team process as it pertains to the region and the college.

5. Perkins: Charlie McKellar reported that programs are spending down since all funds need to be spent by June 30th. Donna Wolf said any programs needing extra funds still have until May 16th to submit their spending plan. Any fund balances not accounted for will be transferred to those programs with a spending plan. It was voted earlier in the year, that funds would be given to Allied Health CTE programs and then to Marketing. Final report templates will be emailed in June and will be due back to Donna by July 11th.

Documents/Handouts/EMAIL

1	Agenda 5/13/14 (emailed)
2	Minutes 4/22/14
3	WWG Core Mission Objectives 2013-2014 and Reflections (distributed)
4	Biomedical Technology Technician Program Non-Transcriptable Certificate
5	Commercial and Industrial Technician Program Non-Transcriptable Certificate
6	Geriatric Health Care Technician

Important Dates

5/21/14	Internship Summit
6/30/14	Complete Perkins Spending

10/14/14	Next WWG Meeting
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