



FOOTHILL COLLEGE

Workforce Workgroup

MINUTES

Date: 10/8/13 **Time:** 2:30-4pm **Location:** President's Conference Room 1901
TriChairs: Administration- Mark Anderson, Classified- Charlie McKellar, Faculty-Bob Cormia

Attending

Mark Anderson, Catherine Ayers, Skip Barnes, Rachelle Campbell, Daniel Dishno, Reg Duhe, Alexandra Duran, Dawn Girardelli, Kurt Hueg, Dave Hyseman, Gay Krause, Keith Lee, Don Mac Neil, Charlie McKellar, John Mummert, Peter Murray, Nanette Solvason, Glenn Violett, Chris White Donna Wolf

Discussion Items

Topic	Discussion Leader
1 Approval of Minutes 5/14/13	Mark Anderson
2 Introductions	Mark Anderson
3 Workforce Workgroup Objective 2013-2014	Mark Anderson
4 Year Ahead: -CTE Outcomes Survey -State Regions -BACCC	John Mummert
5 New Programs	John Mummert
6 Perkins Update: -Out-of-State-Travel -2013/2014 Allocations -New Fund Index Codes	Charlie McKellar
7 For the Good of the Order	Mark Anderson

Discussion Detail

1. May 14, 2013 minutes were approved by general consensus.
2. Introductions: All attendees introduced themselves and identified their program.
3. Workforce Workgroup Objectives: Revisited discussion from last meeting. Group decided to continue progression on 2012-2013 three objectives:
 - A. Continue to verify and improve the use of Perkins funding.
 - B. Continue to increase awareness and improve information access to all workforce and CTE programs.
 - C. Improve visibility and functionality of the Workforce web page.
 The new CTE guides In-Demand Training for Rewarding Careers was recently printed. Guides are available by contacting Alex Duran.
4. Year Ahead: John led a discussion regarding the use and important data collection retrieved from the CTE Completion Surveys and how it can be utilized in program review process, resource requests and distributions. The group discussed survey cost (approximately \$12,000) to possibly be distributed within the Perkins fund. More information will be shared and a vote will be taken next meeting. Gathering this kind of data is also important during these times when the state

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<http://www.foothill.edu/president/workforce.php>

and feds are discussing adjustments as to how Title IB, Perkins IC and SB70 funds might be allocated in the future. The state is focusing on "Sector Priorities," such as "Advanced Manufacturing," (more info at <http://doingwhatmatters.cccco.edu>). Potentially, more resources may become available to Workforce areas. BHS dean, Nanette Solvason explored ways to start a new "Occupational Therapy Assistant" program. By conducting a conference call with our Deputy Sector Navigator for Health, Cynthia Harrison and other sector navigators they located other possible resources to help fund new program and curriculum development.

John introduced Catherine Ayers, our region's Deputy Sector Navigator for Energy who discussed her role with the BACCC (Bay Area Community College Consortium) and in making connections to promote work plans in regards to energy efficiency with college and the state chancellor's office priorities and CTE emphasis. John a snapshot of our regional and state profiles The EMSI also provides specific program information that is invaluable for our CTE programs.

5. New Programs: This year new programs will be presented to the group in our monthly meetings. BHS and Kinesiology will be tentatively presenting ideas and plans for new CTE programs. Anyone interested in considering a presentation for a new CTE program should email John Mummert (mummertjohn@fhda.edu).

6. Perkins Update: Current 2013-2014 Allocation Spreadsheet was distributed along with a list of new Index and fund codes. Paul Barth is our new state monitor. He has advised us to check "CONUS" rates (<http://www.gsa.gov>) for Out-of-State Travel requests regarding lodging and to use Southwest Airlines for air travel when possible. All requests must be initially submitted to John Mummert in "WORD" format. If hotel costs supersede the CONUS rate, Perkins programs can request Professional Development funds through Pat Hyland's office. Perkins programs were reminded that all Perkins funded hires must be pre-approved by John Mummert and must include a brief description of job duties. Time certification forms for student or temporary hires must be retrieved from and submitted to Donna Wolf with proper signatures for auditing purposes. Non-Teaching faculty must submit monthly signed and approved activity logs describing the activity and time spent during the monthly pay period.

7. For the Good of the Order: Important dates were reviewed. Kay O'Neil Director of Workforce Development at Cañada College will present on Tuesday, November 12th at the WWG meeting. Internship Summit will be held at DeAnza College on Wednesday, December 4th. Perkins Budget narratives will be emailed and due to Donna Wolf by Friday, January 10, 2014.

Documents/Handouts

1	Perkins O-S-T request form
2	Email reference for Perkins O-S-T travel guidelines from Perkins state monitor

Important Dates

11/12/13	WWG Meeting
12/04/13	Internship Summit@ DeAnza
12/10/13	WWG Meeting (date subject to change)
1/10/14	Perkins Narrative Budget Requests 2014-2015 DUE