



FOOTHILL COLLEGE

Workforce Workgroup (WWG)

MINUTES

Date: 11/12/13 **Time:** 2:30-4pm **Location:** Chinese Heritage Room
 TriChairs: Administration- Mark Anderson, Classified- Charlie McKellar, Faculty-Bob Cormia

Attending

Skip Barnes, Rachele Campbell, Alexandra Duran, David Ellis, Liane Freeman, Lauren Hickey, Ken Horowitz, Kurt Hueg, Dave Huseman, Nicole Kerbey, Elaine Kuo, Raj Lathigara, Keith Lee, Don Mac Neil, Charlie McKellar, John Mummert, Peter Murray, Kay O'Neil, Hannah Teter, Phuong Tran

Discussion Items

Topic	Discussion Leader
1 Presentation- Kay O'Neil, Cañada College, Director of Workforce Development	John Mummert
2 Introductions	John Mummert
3 Approval of Minutes 11/12/13	John Mummert
4 CTE Outcomes Survey-Elaine Kuo	John Mummert
5 New Programs: EMSI, Personal Trainer report & update	John Mummert
6 Perkins Update: -Perkins plan rolls over -Perkins criteria for PaRC -Reminder, Advisory Boards -Budget Narrative (emailed) due 1/10/14	Charlie McKellar
7 For the Good of the Order: -Future meeting w/ Transfer Workgroup -PAA credit for WWG meeting attendance -December meeting change	John Mummert

Discussion Detail

1. Presentation-Kay O'Neil, Cañada College, Director of Workforce Development discussed regional coordination, identifying priority economic sectors, roles of sector navigator and roles and guidance of deputy sector navigators. She discussed the importance of regional strategizing as it relates to grant writing and developing new programs. She also gave an overview of the methods used by Cañada College in deciding which programs are approved for Perkins funds. Decisions are data driven based on outcomes, completion, retention, underfunded programs and under-represented students, compiled by a CTE Advisory Committee and decided at the administrative level.
2. Introductions: Hannah Teter is the newly assigned student representative.
3. Minutes form 10/08/13 meeting were approved by consensus.
4. CTE Survey Outcomes: 2012-2013 results are available. Elaine Kuo discussed how the data was gathered and how it is matched to our individual CTE programs. Results were disaggregated at the program level, for some programs numbers of respondents were small. WWG group by

consensus, agreed to continue to participate in the survey for 2013-2014 at the next level of data collection, which will include email and telephone surveying. All agreed to continue to use Perkins funds to cover cost of survey. This will help produce more longitudinal data for our CTE programs. Elaine's PowerPoint slides will be emailed to group and posted on the Workforce website since the meeting room did not afford access.

5. New programs: Process and emailed documents for program creation, approval and flow were reviewed. Don McNeil presented a preliminary presentation on the proposed Personal Trainer program. They will continue to work on resources needed to establish the program. He will continue to update the group at later WWG meetings. WWG will work on developing a template for the Employment Survey.

6. Perkins Update: The current federal Perkins plan will roll over this year.

-Per PaRc's request, an updated draft was reviewed discussing criteria and guidelines to be used by the WWG in determining Perkins allocations. A rubric will be developed based on the criteria discussed and reviewed at the next WWG meeting to eventually be presented to PaRC.

-Perkins programs were reminded that an Advisory Board is required. It was recommended that these boards consist of no more than 50% staff/faculty with the remainder percentage to include outside groups and professionals.

-Perkins Budget Narratives for 2014-2015 were emailed. Everyone was reminded to email these to Donna Wolf no later than January 10, 2014.

7. For the Good of the Order: Transfer Workgroup has requested to have a combined meeting in future months.

- Attendance at WWG meeting is required to receive credit for PAA. Attendees are asked to sign the attendance list at each meeting.

-December's WWG meeting date change was proposed and agreed upon. December's meeting is rescheduled to Tuesday, December 3rd so as not to conflict with finals week. Room location email will be sent.

Documents/Handouts

1	Personal Trainer Update
2	Draft- Criteria for determining Perkins allocations

Important Dates

12/03/13	WWG Meeting- location to be announced
12/04/13	Internship Summit@ DeAnza
1/10/14	Perkins Narrative Budget Requests 2014-2015 DUE