



## Workforce Workgroup (WWG)

### MINUTES

**Date:** 4/25/18

**Time:** 2:30-4:00pm

**Location:** Room1943

### Attending

Catherine Ayers, Kyle Brumbaugh, Robert Cormia, Liane Freeman, Dawn Girardelli, Maritza Jackson Sandoval, Gay Krause, Keith Lee, Arcady Leviev, Laurence Lew, Teresa Ong, Vanessa Smith, Phyllis Spragge, Bruce Tambling, Warren Voyce and Donna Wolf.

### Discussion Items

Topic:		Discussion Leader
1	Agenda Review	Teresa Ong
2	Approval of Minutes 2/28/18	Donna Wolf
3	WWG Updates	Teresa Ong
4	21 <sup>st</sup> Century Skills	Dawn Girardelli
5	Perkins Update	Donna Wolf
6	For the Good of the Order	Teresa Ong

### Discussion Detail.

1. Agenda was approved by consensus. No additions.
2. Minutes from February 28, 2018 were previously emailed. Motion to approve by dawn Girardelli, second by Phyllis Spragge. Vote: all approved, none opposed.
3. Teresa Ong was introduced as new interim AVP of Workforce starting beginning of Spring quarter through June 30, 2018. All attendees introduced themselves. Teresa gave current updates for Strong Workforce Program (SWP) fund. The 2<sup>nd</sup> set of local SWP proposals will be due in June 2018. The state is revamping the application template. Teresa will be reviewing submissions from last May with the VP of Instruction. She will contact or meet with individual project managers for review. The next round of Regional SWP proposals were due with the regional consortium (BACCC) in beginning of April. Since Teresa just started in her new position, she has been given an extension by the regional consortium to submit these at a later date. She will review with the VP of Instruction and the current project chairs as most of their current projects will continue.
4. Dawn Girardelli presented "21<sup>st</sup> Century Skills" presentation. For more detail go to website link <https://www.newworldofwork.org/college-resources/>  
Dawn also encouraged all to take a short survey at the following link <https://www.surveymonkey.com/r/26YLJQT>

Developed by Feather River College, their model uses “4C's” which include community, collaboration, creativity and critical thinking to group soft skills and technical skills. In their series of Skills Panels for the New World of Work, they identified 21 soft skills, some of which include self-awareness, social/diversity awareness, resilience, empathy, communication, adaptability, collaboration, digital Literacy, entrepreneurial mindset, and analysis/solution mindsets. These can be learned through a combination of facilitated classroom activities and experiential learning. Through curriculum development and pedagogical methodologies instructors can prepare students for the workforce they hope to enter. To learn more about 21<sup>st</sup> Century Skills, how to conduct Skills Panels, and integrating these skills into educational settings, please see the full report at <http://www.newworldofwork.org>

The website is a good resource for lesson plans, to set up student badges, to develop classes, to update curriculum, or to use in the service leadership projects. Dawn will email links of the presentation to all members. Suggestions were made to host a training session under professional development at the KCI 5. Perkins Update- Donna Wolf reported that at the end of the 3<sup>rd</sup> quarter, of the \$298,790 allocated for 2017-2018, approximately 42 % (\$126,843) has been spent. Many programs have submitted purchase orders that are currently encumbered. There are anticipated tutoring salaries as well; however, there limited time to submit final purchase orders for maintenance services and or minor or major instructional equipment. Donna reminded all chairs to check their emails for updated program budgets and current expense reports. She encouraged all Perkins recipients to contact their deans to review final expense plans to spend your remaining funds. Donna will again email and call the deans and program chairs for input if she has not received final spending plans.

6. For the Good of the Order: All were reminded to tell students to vote this week for student ASFC representatives via MyPortal. May 18<sup>th</sup> is professional development day for classified staff to be held at DeAnza. For more information check the workforce website or the emailed April agenda for links to these events.