

CUYAMACA COLLEGE WORKFORCE DEVELOPMENT COMMITTEE

Minutes
March 19, 2007

Present: Al Taccone, Ph.D., Michelle Turner, Beth Viersen, Rick Wilson, Jennifer Lewis, Jim Custeau, Madelaine Wolfe, Mary Sessom, Pat Newman, Natalie Ray, Brad Monroe, Connie Elder, Sandra Nolan and Kristin Zink

1. **Welcome** – Al Taccone welcomed the committee and called the meeting to order at 2:32 p.m. Michelle Turner handed out program applications with highlights for clarification to be addressed individually at the end of the meeting.
2. **Review of Minutes of February 26, 2007 meeting** – Motion to approve the minutes by Mary Sessom and seconded by Connie Elder. M/S/C minutes unanimously approved as read.
3. **Counselors Luncheon** – The committee was reminded that the joint luncheon with the counselors is this Wednesday, March 21st. It will be the first time that the Grossmont counselors have joined us for this particular event. Michelle Turner indicated that she has information that she would like distributed at the luncheon for the counselors as well and will get that to us for adding to our packets.
4. **VTEA Allocations 2007-2008** – Michelle Turner placed the spreadsheets with requests of each department along with what each program was funded last year on the screen for the committee to look at while discussing all proposals. The starting point for this year's allocation will be the amount funded from last year which was \$168,368.00. The proposals submitted to date for 2007-2008 totaling \$220,627.00. Al addressed a few issues before the committee began looking the proposals over. He addressed the focus of special populations and not on-going funding for programs. He also addressed the Professional Development Academy that does not have a four year plan. The Customer Service Academy did have a four year plan but has since ended and the Professional Development Academy is a separate grant. In 2008-2009 all new plans can be accepted as we begin a new plan. There was discussion concerning the automotive NATEF certification site travel costs and materials funding. Discussion continued regarding ensuring all requests fit the appropriately under "permissive uses." Al committed in trying to assist the automotive program find other funding for its site license.

At this point the committee members adjusted their proposals for their programs to assist in getting closer to the actual allocation available. BOT indicated that it will not be requiring funds as they will be purchasing needed items through AB 1802 this year. Several other programs deleted requested items from their proposals to assist in accommodating the needed reduction.

5. **Adjourn**– Al Taccone adjourned the meeting at 3:30 p.m. after reminding the committee that the Year End reports for 2006-2007 are due to Michelle in April.
6. **Other** – Michelle Turner met individually with each program that needed to make adjustments to their proposals.

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cc: Dr. Geraldine Perri, President
Dr. Cristina Chiriboga, Vice President of Instruction
Dr. Joseph Marron, Vice President Student Development & Services
Arleen Satele, Vice President Administrative Services
Jan Ford, Academic Senate

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**Minutes
September 19, 2007**

Present: *Laurie Brown, Gregory Differding, Jennifer Lewis, Sandy Lyon, Brad Monroe, Pat Newman, Dana Quittner, Natalie Ray, Mary Sessom, Beth Viersen, Rick Wilson, Madelaine Wolfe, , and Kristin Zink*

1. **Welcome** – Kristin welcomed Madelaine as the new co-chair. Madelaine welcomed Monica Farris as her new interim secretary and Greg Differding as a new faculty member to the committee. The rest of the committee introduced themselves to the new members.
2. **Review of Minutes of March 19, 2007 meeting** – One corrections was noted to #4 to replace the # symbol with an appropriate \$. Brad Monroe moved to approve the minutes as corrected and Rick Wilson seconded the motion. M/S/C minutes unanimously approved as corrected.
3. **Review of Committee Charge** – Kristin discussed the committee as being the liaison between the community and the College District. The actual charge will be sent to the committee via email and brought to the next meeting as well. It was agreed that there were no necessary changes to this committee at this time. It was discussed that the committee needs to make sure that they are comfortable with the goals of the committee.
4. **Role of the Advisory Committee** – Kristin wanted to emphasize the importance of the advisory committee for continued community activity and support. There are notebooks that were put together previously concerning the role of the advisory committee that are available for review. Madelaine discussed the appropriateness of requesting funding from the Presidents Contingency fund for refreshments for advisory committee meetings as it is not allowable to use CTE funding for refreshments. It was noted that5 BOT had shared advisory committee meetings between Grossmont and Cuyamaca as a means of utilizing shared resources.
5. **Accreditation Visit** – Madelaine passed out information regarding accreditation. The accreditation team will be on campus from October 22 through October 25, 2007. Kristin noted that shared governance was a topic of emphasis during accreditation. She also reviewed with the committee the need for everything in their CTE plan to be in their Master Plan. It was suggested that review of the accreditation self study (at least the abstract) was advised to understand what it contains. The visiting accreditation team is coming to validate our report on ourselves. At the end they will provide recommendations for change and sometimes those recommendations are things we have already identified ourselves. There will be three opportunities to hear from the accreditation team and although members are not required to attend those meetings it is encouraged. The reception is an opportunity for us to ask the team questions. There will be an open forum where they will come and report to us what their findings are in general terms and give us an idea of what will be in their formal report. It will be about 60 days before we hear anything back from them.

Some committee members requested guidance on lining requests for funds with the appropriate time frames and other committee members gave suggestions. Madelaine discussed the first quarter deadline for the purchase of equipment and discussed what “equipment” is by definition. Madelaine also asked that if anyone had found they were not using some of those funds

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earmarked for equipment to let us know as soon as possible. Mary Sessom indicated that anything that was left over from the remodel of G-110 could be used by someone else if necessary. Beth Viersen indicated that she was waiting for the new updated bid list before making any determinations.

Madelaine explained that she and Connie Elder would be addressing the Tech Plan and CTE needs together.

6. **Review of Monthly Bulletin Board Assignment**– Cheryl went over the rotation of the bulletin board and requested that if members would not be able to use it to allow the program scheduled after them to be notified for use of the board.
7. **Region 10 Regional Consortium** – Michelle Turner had emailed the committee prior with all information and handouts were given to the committee regarding special populations, training opportunities, conference and professional development activities, career development and upcoming grants and initiatives. Kristin addressed Michelle not being present and went over the attachments on her behalf. Madelaine informed the committee that she is currently attending the OCC Deans meetings in place of Al Taccone. Several concerns were voiced from the committee regarding the push for CTE funding to be allocated/transferred to the high schools. It was noted that the Executive Director at the State Chancellor’s office would like the high school funding to be moved to the community colleges, especially for high wage high demand occupations. There is also concern that it has been suggested that the funding be taken from Tech Prep. The continued concern was voiced that funding is now only for “new things” and that the expectation is that once a program is approved the funding for one year is then turned over to the college. How the colleges are supposed to continue to fund those programs without assistance has not really been addressed.
8. **Tentative Monthly Calendar/Future Meeting Topics**– The committee discussed having the Counselor Luncheon at Cuyamaca College due to Grossmont’s parking structure being built. It was agreed that it is appropriate to have Grossmont coordinate a luncheon if they would like the Cuyamaca CTE programs to present to their counselors. Workforce Development Committee members are encouraged to participate in the weekly counselor meetings to share important updates for their programs with the counselors. Kristin Zink will discuss the arrangements for the counselor luncheon at Cuyamaca with Lilia Pulido.
9. **Other** – The committee discussed several suggestions for marketing strategies and agreed that each department would bring ideas for marketing vocational programs or suggestions of tools that are working for their programs to the next meeting. It was agreed that marketing needs to be a component of overall vision. It was suggested that Beth Appenzeller speak at the October 15th meeting about marketing plan of the college and of the career focus magazine. It was also suggested that Jennifer Abel speak at the October 15th meeting concerning Outreach. Madelaine will follow up with these individuals.

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10. Next Meeting – The next meeting is scheduled for Monday, October 15, 2007

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