



## **SDIC COMMUNITY COLLEGE WORKFORCE DEVELOPMENT COUNCIL MEETING**

**Friday, November 21, 2014**

**9:00 a.m. to 11:30 a.m.**

**Mesa College, S-201**

**Smart conference room – internet and table top connections**

### **1. Welcome/Introductions**

**Al Taccone**, Dean, Career & Technical Education, MiraCosta College

**Ann Durham**, Director, Health Workforce Initiative, Grossmont College

**Charlene Atkins**, VTEA Coordinator, SD City College

**Christina Tafoya**, Dean, Career Technical Education/Workforce Development, Grossmont College

**Danene Brown**, Dean of Business, Computer Studies and Technology, SD Mesa College

**Efrain Silva**, Dean of Economic and Workforce Development, Imperial Valley College

**Gloria Rodriguez Bañuelos**, Program Manager, Biotechnology, SD Miramar College

**Greg Newhouse**, Deputy Sector Navigator, Advanced Transportation/Renewable Energy, SD Miramar College

**Jane Signaigo-Cox**, Dean, Career & Technical Education, SD Continuing Education

**Jennifer Lewis**, Dean of Continuing Education & Workforce Training, Cuyamaca College

**Jennifer Nelson**, Coordinator, CTE Transitions

**Joe Molina**, Deputy Sector Navigator, Small Business, MiraCosta College

**Jonathan Kropp**, Interim Director, Center for Innovation, Cuyamaca College

**Kate Alder**, Dean, Career and Technical Education, Cuyamaca College

**Kathryn Nette**, Chair, Science and Engineering, Cuyamaca College

**Lorraine Collins**, Dean of Workforce Development, SD Community College District

**Lynne Ornelas**, Dean, Business, Technical Careers & Workforce Initiatives, SD Miramar College

**Margie Fritch**, Chair, SDIC WDC; Dean, Health Science and Public Service, SD Mesa College

**Mary Wylie**, Chair, SDIC Regional Consortium, Grossmont College

**Michelle Fischthal**, Dean, Business, Computers and Information Technology, SD Continuing Education

**Mink Stavenga**, Dean, Instructional Support Services, Southwestern College

**Mollie Smith**, Director of Occupational and Noncredit Programs, Palomar College

**Peggy Miller**, CTE Enhancement Fund Manager, Starmill Consulting, Inc.

**Peter Davis**, Sector Navigator, Advanced Transportation & Renewable Energy, SD Miramar College

**Sally Cox**, Executive Director, Grossmont –Cuyamaca CCD Auxiliary, Grossmont College

**Samantha Cardenas**, Clerical Support, Health Workforce Initiative, Grossmont College

**Sandra Slivka**, Director, Southern California Biotechnology Center, SD Miramar College

**Tonette Salter**, CTE-TPP Project Director. Grossmont-Cuyamaca CCD

**Victor Castillo**, Deputy Sector Navigator, Global Trade/Logistics, Southwestern College

**Wendie Johnston**, Deputy Sector Navigator - Life Sciences/Biotech, SD Miramar College

**Wilma Owens**, Dean, Career, Technical and Extended Education, Palomar College

**Zhenya Lindstrom**, Director, Regional Center of Excellence, Chaffey College



### **Approval of the agenda**

Kate Alder requested to add a verbal notification for the implementation of Fatigues to Lab Coats Program (COA) at Cuyamaca College to the Curriculum Program Approvals section of the agenda.

### **2. Approval of Minutes from October 23, 2014 Meeting**

Motion to approve the October 23rd minutes made by: Peter Davis. Seconded by: Kate Alder. Voted on and approved unanimously.

### **3. Program Approvals**

#### ***New Options/Certificate of Achievement***

##### San Diego Mesa College

Phlebotomy Program (reactivation) – **Action**

Margie Fritch stated there is a great need for the program reactivation and its revision for state licensure. Sandra Slivka requested further information regarding the program's structure. WDC discussed the opportunity to include DSNs in these kinds of program approval discussions to get their input for the region. Margie Fritch will get Sandie and program faculty together. Motion to approve Reactivation made by: Wilma Owens. Seconded by: Mollie Smith. Voted on and approved unanimously.

Fitness Specialist Program (Name Change) – **Action**

Margie Fritch presented her college's request to change the name of the Fitness Specialist Certificate Program to Personal Trainer Certificate Program. Mary Wylie asked how many community colleges in the Region have similar programs and raised the issue of program alignment. It was noted that San Diego Miramar College, SD Mesa College, SD City College, Grossmont College, Mira Costa College and Palomar College have Fitness Specialist or Personal Trainer programs. Al Taccone also noted faculty need to be involved in any regional discussion of program name modifications. It was agreed that a regional discussion will be undertaken.

##### Palomar College

Nutritional Science and Dietetics (AS-T Degree) – **1st Reading**

Management Information Systems (A.S. Degree) – **1st Reading**

Computer Information Systems (Certificate of Achievement) – **1st Reading**

Wilma Owens presented the programs listed above as a 1st Reading. Wilma stated the Nutritional Science and Dietetics program is a 2-year program. The Management Information Systems and Computer Information Systems programs are being repackaged in order for new courses to align with curriculum.



## Cuyamaca College

### Fatigues to Lab Coats Program (COA) – **Verbal**

Kate Alder presented the program listed above for Cuyamaca College. This program would be part of an NSF grant. If funded, Cuyamaca College would partner with BIOCUM Institute to implement the life sciences technician training program which is focused on veterans to acquire specialty skills to become laboratory science technicians. A discussion took place regarding the program's structure, curriculum and outcomes. Kate Alder will schedule a meeting for all interested faculty and deans to discuss this program in more detail.

### **4. CCCCCO Update**

No report provided from CCCCCO at this meeting.

### **5. CCCAOE Update**

Jonathan Kropp updated the group on the BOG Task Force being approved at the November BOG Board meeting.

He also shared the LAO Budget Analysis that is linked here:

<http://lao.ca.gov/reports/2014/budget/fiscal-outlook/fiscal-outlook-111914.pdf>

### **6. Regional Consortium Chair Update**

#### **a. AB86 Adult Education CTE**

Tonette Salter provided the group a general update on AB 86: Adult Ed CTE. The AB 86 consortia representatives meet on a regular basis. Tonette will provide updates on a quarterly basis to WDC specifically on noncredit/adult ed CTE.

#### **b. CTE Enhancement Fund**

##### **CTE EF 60% Local Share Update:**

Mary Wylie provided an update regarding the 60% funding portion of CTE EF and noted that each college should have received the application and video on the application submission process. Several members of the group noted experiencing issues with the application process for submission. Those who were experiencing technical issues in submitting the application were requested to contact Rock Pfothner at Cabrillo College for assistance. Applications are due December 1<sup>st</sup>. The CTE EF Subcommittee composed of Mary Wylie, Peter Davis and Kate Alder will meet on December 5<sup>th</sup> to orient themselves to the evaluation process and prepare to review the applications on a subsequent date. The subcommittee will present their recommendations to WDC at the December 12<sup>th</sup> meeting.

**CTE EF 40% Regional Share Update:** WDC members were informed that the December 1<sup>st</sup> offline application is now available in a draft form and is due on January 9<sup>th</sup>. Members were asked to review 40% Ideas included in the packet and noted that highlighted items were from the discussion held at the October 23<sup>rd</sup> meeting. There is a budget of \$1.6million for multi-college or multi-region proposals.



WDC members were asked to share 40% concepts and budget amounts. A two-minute presentation on each proposal was made by WDC members.

Listed below are the initial 40% proposal ideas provided along with comments made:

### Initial Proposals

Joe Molina (Small Business): Internship program - \$450k; Funds would assist industry to open doors for students to gain internships. Program would simplify process, all colleges to participate. An online communication – website would be created along with face to face methods.

Kate Alder (CTE, Cuyamaca College): Regional Testing Center - \$200k; The Testing Center would be located at Cuyamaca College to serve the entire region with proctored testing services for a variety of industry certification exams. We are proposing funding for a staff person to develop the contracts/relationships with the testing vendors and develop/manage the center for the first year, vendor contracts, and possibly some equipment/furniture as required by the vendors. Testing would be provided at cost to all current/recent community college and adult school students in the region; testing would also be available to the general public on a fee basis.

Christina Tafoya (CTE/Workforce Development, Grossmont College): Net Lab - \$120k; Funds would support the creation of a “virtualized” lab system for students in the GCCCD. Program could also partner with Imperial Valley College.

Mechatronics/Prototyping Program - \$61k; Funding would support a prototyping advanced manufacturing program which includes purchasing of equipment (e.g. 3D printer). It would include Grossmont and Cuyamaca Colleges and would not duplicate programs existing in the region.

Jennifer Lewis (CTE/Workforce Training, Cuyamaca): Pre Apprenticeship Program - \$400k; Program would support many colleges in the region and has a certificate program curriculum that totals 120 hours. Funding would support curriculum development/acquisition, equipment and professional development. There would be 1 pilot program at each college.

Ann Durham (Health): EMT/Paramedic Consortium (Simulation) - \$350K; Funding would support the purchase of 2-3 stimulators to support four program areas as a shared resource. Simulators would also be available for use by community/industry in the region.

Mollie Smith (Occupational and Noncredit Programs, Palomar College) Employment Outcomes Survey - \$500k; Noted that survey already exists however, would work with colleges to increase surveys to gather data on students who gain jobs. Further need was stressed by Zhenya Lindstrom who stated the importance for regional data in order to eliminate current gaps in employment outcome data. Region currently does not have any data relating to employment outcomes.

Charlene Atkins: Cosmetology Program, SD City College - \$70k; Funding to support the purchase of 35 mannequin tables for class.



Peter Davis (Sector Navigator - Advanced Transportation & Renewable Energy): Capstone Training Location - \$900k; Funding to support Capstone Center expansion per college. Increased estimated cost to about \$1.6 million

Sandra Slivka (Sector Navigator – Life Sciences & Biotech): Soft Skills - \$250k; Addressing the Gap in Soft Skills for CTE across the region with an Industry Recognized 3rd Party Credential.

Need: Soft Skills and Work Readiness for CTE Students

- Every LMI study, Gap Analysis, and Industry in the Region pointed to ‘soft skills’ as an issue
- There is no clear method to provide to students an assessment of their work readiness (soft skills) or to methodically address the Issues raised by Industry

Proposed Solution: Develop and Institutionalize Soft Skills Assessments (WorkKeys) and On-Line Training (Career Ready 101 or KeyTrain (at ILCs for example) for CTE Students

- Adopt the ACT National Career Readiness Certification. ACT's National Career Readiness Certificate (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, and Locating Information, and Reading for Information. Individuals can earn the NCRC by taking three WorkKeys® assessments
- Applied Mathematics
- Locating Information
- Reading for Information
- Adopt either the Career Ready 101 (Includes Key Train) programs which is on-line training and assessment in work readiness and soft skills.
- Develop and Incorporate the Use of other ACT Soft Skills Assessments into CTE programs (see below)

Workplan Proposed:

- Use Cuyamaca College's Testing Center as our WorkKeys Home Base
- Develop and Incentivize a Cohort of Faculty who wish to methodically address the SoftSkills Issues in programs in a methodical way and develop 3rd part credentials for their CTE students. (Cost TBD) depending on ‘fleshed out’ plan.
- Purchase a Site License for all Regional Colleges (Approximate Cost \$6900 for Cuyamaca with \$1150 for each ‘satellite’ site for Career Ready 101)
- Develop a ‘testing plan’ for students (on line and/or paper and develop a strategy for pilot program with measurable outcomes. (Cost TBD)
- Administer assessments and prepare development plan (using good academic research practices) and perhaps an outside program manager for this part of the program. (Cost TBD)
- Develop a plan for Institutionalization for these strategies in CTE

Victor Castillo (Deputy Sector Navigator - Global Trade/Logistics): Global Academy - \$80k; Program would support faculty and community colleges from all regions. Funding would support professional development activities and symposiums for faculty. It was noted that the estimated cost for the respective region would be \$70k as part of a statewide proposal.

Michelle Fischthal (Business, Computers and Information Technology, SD Continuing Education): Net Lab Extension - \$90k; Net Lab has been a pilot program but the requested funding is to expand.

Rose LaMuraglia (Dean, School of Business, Information Technologies and Cosmetology, SD City College): Business Knowledge Information Worker – This would make this credential available across the region.



Lynn Ornelas (Dean, Business, Technical Careers & Workforce Initiatives, SD Miramar College): Career Center Proposal; Centers have been decimated over the past several years due to lack of funding. Proposes to use the 40% funds to revitalize career center services across campuses. The group suggested that the individual requests for internships, job readiness training and soft skills training be included as one single proposal for career center extensions services.

Joe Molina: Job Ready Training - \$150k; Program goal is to help students in process of looking for jobs and to identify opportunities. Proposal is a 3-part approach and can merge with other projects. Funding would support hiring independent faculty to go through the colleges to provide services and job ready training for graduates to enter the job force. It was noted that it could be a subprogram under the Career Center proposal.

WDC group discussed that the Career Center can become the focus with other related programs included. If Career Center could demonstrate benefits for student outcomes then it could become a long-lasting program.

A suggestion was made for WDC members to vote on which program proposals they do not want moving forward in order to determine which programs would be selected for funding allocation. Each WDC member was given three votes to select which program proposals they did not want to move forward for funding allocation.

Listed below are the 40% Proposal Ideas voted on for the \$1.6 million funding allocation:

Proposed Areas:

- \* Testing Center - proposed by Cuyamaca College (Kate Alder).
- \* Employment Outcome Survey - proposed by Mesa College (Danene Brown)
- \* Soft skills Training - Work Keys - proposed by Miramar (Sandy Slivka)
- \* Career Center Extension - proposed by Miramar (Lynne Ornelas)  
Services will focus on CTE priority/ emerging industry sectors for the region and may include:
  - o Job Readiness training
  - o Soft skills training
  - o Internship development

It was agreed by the group that those who made the initial proposals would be responsible for writing the funding proposals. The following members are included in the 40% Proposal Lead team: Lynn Ornelas as Lead Organizer with the support of Jane Signaigo-Cox, Sandra Slivka and Gloria Banuelos as Soft Skills Leads, Danene Brown and Zhenya Lindstrom as Employment Outcomes Survey Leads and Kate Alder as Testing Center Lead. It was noted that Mary Wylie is to be included in 40% Proposal Lead group discussions/meetings. Proposals in more detail will be showed at the December 12<sup>th</sup>, WDC Meeting.





**c. CSSOs Consortium meeting update:**

The CSSOs meeting was held on November 14<sup>th</sup> at Grossmont College. Mary Wylie presented a PowerPoint presentation outlining how CTE programs are tied to student success and an overview of the DWM and Regional Consortium structure. A subsequent meeting may be held sometime in spring 2015.

**d. Pathways to Prosperity Workshop update/SDCOE Pathways Trust meeting update:**

On November 13<sup>th</sup> a meeting was hosted by CDE to provide information on the California Pathways Trust Grants. On November 14<sup>th</sup>, San Diego County Office of Education held a meeting to make a plan for the county's approach to the grant. The Letters of Intent are due 11/21 several have been submitted as placeholders at this point. The preliminary plan is for 2 proposals from the region to be submitted, one for \$15 million and one for \$6 million. Interviews will be started soon for grant writers for these proposals. The \$15 million proposal would focus on three sectors and the \$6 million would focus on two sectors. The \$15 million proposal would build an infrastructure work-based learning.

WDC appointed Natalie R and Mollie Smith to be our two leads in the development of the CCPT applications. Mollie Smith noted that she would like for Jennifer Nelson to join as a representative for the CCCPT Grants team and requested WDC to also participate in order to achieve the goal of creating a strong regional model. It was noted for members to make a personal note of any emails titled, "CCCPT Grants Response" which will be sent by the CCCPT Grants representatives to request for feedback.

**7. Other**

Proposal was made to change the WDC January 16<sup>th</sup> meeting to January 9<sup>th</sup> due to the Economic Roundtable being held January 16<sup>th</sup>. WDC group agreed and the change of meeting was made. After the January 9 meeting the Sector Task Force will meet as well as the SSWG.

**SDIC - [Regional Contacts](#)**

***Next meeting:***

*December 12, 2014 at SD Mesa College, Allied Health S-100, Room 305*