



Steering Committee Meeting
April 20, 2018, 9:00 a.m. - Noon
Location: San Bernardino CCD - Professional Development Center Room #104
Minutes

Roll Call			
Barstow College - Sandi Thomas	x	Mt. San Jacinto College - Joyce Johnson	x
Chaffey College – Joy Haerens	x	Norco College- Kevin Fleming	x
Chaffey College - Vanessa Thomas	x	Norco College - Debra Mustain	x
College of the Desert - Zerryl Becker	x	Palo Verde College – Sonja Brown Givens	
College of the Desert - Leslie Young	x	Riverside City College – Sandy Baker	x
Copper Mountain College - Zachary Ginder	x	Riverside City College – Kristine DiMemmo	x
Copper Mountain College - David Norton		San Bernardino Valley College - Albert Maniaol	x
Crafton Hills College - Robert Levesque	x	San Bernardino Valley College - Deanna Krehbiel	x
Crafton Hills College - Dan Word	x	Victor Valley College – Lee Bennett	
Moreno Valley College - Melody Graveen	x	Victor Valley College – Peter Maphumulo (Hamid)	x
Moreno Valley College - Art Turnier	x		
IE/DRC – Julie Pehkonen	x	COE – Michael Goss	x
SWP Fiscal Agent - Sheryl Plumley	x		
GUESTS / KEY TALENT			
Welcome/Call to Order			
<ul style="list-style-type: none"> At 9:02am 			
Approval of Minutes			
<ul style="list-style-type: none"> Review and approval of the minutes from the January 11, 2018 meeting. Motion-Albert, 2nd Art; approved unanimously 			
Review of SWP Intent to Spend and reallocation discussion/decisions			
<ul style="list-style-type: none"> Handouts on Google Drive (SWP R1 Intent to Spend Report; Reallocation by the Numbers) 			

- The governance document states that the Steering Committee may approve reallocations/budget changes up to 20% of any previously approved SWP project when the budget change does not affect the overall project scope. The Executive Council met on Tuesday (4/16) and agreed that they will not consider a reallocation plan that does not meaningfully fund the regional marketing effort through December 31, 2018. This reiterates their concern expressed in December and again in January that the marketing effort be continued. Ashley Etchison was asked to prepare a three level market budget with Level 1 being the basic funding necessary to continue the current media efforts for 6 mos. up to 1 year.
- Please review both documents before Friday and be prepared to discuss reallocation recommendations. When considering additional funding requested by colleges in their Intent to Spend reports, consider the degree to which the college requesting additional funds has already spent or encumbered funds they already have. Spent and encumbered funds are shown in Orange/Brown and Dark Green on the charts.
- Discussion: Could one college help out another, for example PVC give their \$100K for P05 to COD because COD can spend now, then COD give their AY2 funds (\$100K) to PVC to give them more time to spend this project. Re Marketing, it was requested that Director provide a one or two-page insert for our meeting packets to provide update on marketing plan; webinars would also be helpful between meetings to provide an interactive discussion, with Interact participating in the webinar. Recommended that we fund some of these small amounts from wish list, that won't exceed the 20% cap; starting with Marketing project. Recommended to create a prioritized list of reallocating unspent funds.
- Motion to approve \$233K additional funding to Marketing (m-Deanna; 2nd-Zachary). Vote-approved unanimously.
- Motion to approve the additional funding requests for P01, P03, P06, P07 and P08) at this time, and revisit P02 in the fall (m-Sandy, 2nd-Joyce). Vote 1-No; motion approved.
- Some flexibility is needed within each college to allow for small overages in one project.
- Motion to give Fiscal Agent authority to approve any budget modifications up to 5% of the original project award. (m-Art, 2nd-Hamid) Vote: approved unanimously.

Review/discuss the allocation funding model concept.

- The Executive Council has approved, in concept only, the implementation of an allocation model for the the funding year beginning 7/1/19. The details of such a model have not been approved. A [working document](#) is provided in order to stimulate discussion and gather feedback from Steering Committee members and others.
- Discussion for items to include in an allocation model: Taking funds off the top to support Marketing and project management. Concerns that smaller colleges will continue to receive a smaller amount of funds if based on FTE only. Some CTE programs are more expensive than others (Dental, Law Enforcement, etc). Any allocation model ought to take into account a regional strategic CTE plan. It also should include a measure other than strictly CTE FTE's. A tiered model seems a good start.

10:30 - Break

The region's key talent personnel will join the meeting at 11:00 a.m.

Review governance document and recommend changes to the Region IX CEOs

- Review current [governance document](#) and recommend changes for the CEOs consideration.

- Discussion - Nominations of CTE faculty should come from CTE Deans, in addition to Academic Senate, as Academic Senate not always responsive with nominations, and faculty are not adequately represented.
- Membership should include Marketing Director, and remove SB1070 Director.

Review / approve regional quarterly meeting dates for 2018/19

- September 10
- November 5
- February 4
- May 6
- Motion: To approve IE/DRC regional meeting dates for 2018-2019 as stated above (m-Sandy; 2nd-Deanna). Vote: approved unanimously

Review format for the SWP project breakouts at the May 7th regional quarterly meeting.

Discussion topics for project leads. Are these the right topics? What else might the workgroups discuss?

- Are you (is your college) heading in the right direction with the project?
- Are there obstacles that are (may be) impeding progress?
- Review metrics. What was the baseline established in your project proposal and what does the latest Launchboard data show? Are revisions needed?
- Review workplan. Colleges will begin reporting expenditures by workplan activity. Are there additional activities that should be captured/quantified?
- Who else needs to be engaged?
- For Round 1 projects, what are some initial successes and what are some best practices that can/should be replicated?
- What else do you need?
- When does the workgroup need to meet again (set date)?

Each group will be asked to complete a contact list for the project. Who are partners (both internal/college and external). Who is doing the work? Who is responsible for convening regular meetings.

Review possible dates for June retreat and make recommendations re: desired outcomes

Possible dates include: (link to [master calendar](#))

- June 11-14 (Another Location-Humphrey's NA) - 17 available
- June 18-21 (Humphrey's available) - 16 available
- June 25-28 (Humphrey's available) - 9 available

What days of the week are preferred?

- Monday/Tuesday
- Tuesday/Wednesday
- Wednesday/Thursday

1st Choice: June 13-14

2nd Choice: June 20-21

3rd Choice: June 12-13

The suggested start and end times are as follows:

- Day 1: 10:00 a.m. to 4:00 p.m.
- Day 2: 8:00 a.m. to Noon (lunch to be served at noon)

Recommended Objectives (How do you want to spend 1 ½ days together?)

Good of the order

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Next Meeting / Close

- 11:45am