



Minutes

1. Welcome

- Meeting Called to order at 2:03 p.m. by Julie Pehkonen
- In attendance: Roger Schultz, Roger Wagner, Meridith Randall, Diane Dieckmeyer, Robert Grajeda, Robert Levesque, Zerryl Becker, Joyce Johnson, Albert Maniaol, Stacy Meyers, Gail Zwart, Julie Pehkonen (non-voting), Diann Thursby (staff).
- Introductions

2. IE/DRC Governance Structure

a. General Information

- Overview of Executive Structure of Inland Empire /Desert Regional Consortium
- The Strong Workforce language required the establishment of a formal decision making and dispute resolution body in each region. The region's CEOs drove this process in our region, with a subgroup led by Roger Schultz and Roger Wagner to work out the details. Their work resulted in the roles of various the existing regional committees being formalized and the establishment of new Executive Council.
- Primary role of the Executive Council is to provide high-level guidance to the field related to Strong Workforce planning, approval of the regional SWP plan and resource allocations, and to resolve conflicts.
- The term of Executive Council members is two years, which will be academic years. This means current members will serve until June 30, 2018.

b. Executive Council Chair

- Action/Decision: Discuss and agree on a process to elect a chair
- Discussion. It was decided that there would be a Chair and Vice Chair.
- The chair and vice chair cannot be from the same constituent group or the same college district.
- Volunteer vs. nomination
- Possible two meetings per year once all of the groundwork/structure is in place.
- Robert Levesque and Gail Zwart both volunteered to chair the group.
Roger Schultz moved to close the nomination/volunteer process. Diane Dieckmeyer seconded the motion. Motion passed.

Robert Levesque will serve as chair and Gail Zwart as vice chair

3. Strong Workforce Program

- a. Overview of SWP (Robert Levesque took over meeting as chair)
- b. Overview of Regional Planning to Date
 - September SWP Kick Off Meeting, 27 small workgroup meetings, 16 listening sessions and two regional stakeholder meetings. There were 74 non-education partners (business/industry leaders and WDB partners), 32 external education partners, 151 community college faculty, administrators and staff, 11 other partners for a total of 639 individuals attended our planning meetings (not including the listening sessions), representing 268 unduplicated individuals. The collaboration produced 46 regional proposals requesting \$65,454,379 to create more and better CTE for our region.
 - The charge of the small workgroup leads was to review the LMI data produced by the COE and then “vet” ideas/suggestions for proposals.
 - November 1 Regional Stakeholder Meeting – Industry sector specific proposals were reviewed. The “group” had the opportunity to present their proposals before they were reviewed. On average seven people reviewed each of the proposals submitted.
 - November 16 Regional Stakeholder Meeting – Proposals reviewed/scored were across all sectors. Due to popular demand and feedback from the November 1 meeting, the proposals were sent to the meeting attendees ahead of time to review. On average 22 people reviewed each of the proposals submitted.
 - The participants in the meeting were made aware that the purpose of scoring the proposals was to narrow the field of possibilities in order to focus on the best of the best.
 - The Steering Committee is responsible for developing a plan and budget for review and approval by the Executive Council. They will need to “roll up their sleeves” and take all the information that has been gathered and to come up with a plan for our region.
 - The Steering Committee will have to come up with a 4-year plan and Year 1 allocation budget (30-month funding cycle).
 - Julie estimated that perhaps only 25% of the proposals addressed the metrics specifically and less than half addressed specific labor market gaps.
 - The entire \$7.7 million needs to be allocated for the first funding cycle. The first funding cycle is through December 31, 2018. The amount that the region will receive in the next funding cycle will not be known until the summer of 2017, so the region cannot make commitments beyond this year’s allocation.
 - The Steering Committee will use the guidance and parameters set by the Executive Council during this meeting. The “guiding principles” will drive the work of the Steering Committee.

- The regional plan will have to align with what colleges in our region are submitting in their Strong Workforce “plan”. Julie will work with Alan Braggins and Lisa Kiplinger-Kennedy to write the plan.
- c. Timelines/Milestones
- Action/Decisions: Set key dates in order to submit the region’s SWP plan and budget by January 31, 2017.
 - Plan will be submitted online and will include the following:
 - 4-year plan and budget for the first annual allocation.
 - Timeline prior to submission:
 - Steering Committee will meet on December 12 for an all-day meeting to agree/develop the plan & budget for the region.
 - The Executive Council will need to approve the plan. The “working” plan will be posted on Google Docs so that Executive Council comments/feedback can be given throughout the process. The Council will meet via CCC Confer on January 4 at 1 p.m. to give their tentative approval.
 - January 5-13, the region will have the opportunity to provide feedback on the regional plan.
 - The Executive Council will meet again on January 23 at 9 – noon to respond to feedback, make necessary changes, and provide final approval of the plan.
- d. Strategic Priorities/Guiding Principles
- Action/Decisions: Prioritize a list of guiding principles to assist the IE/DRC Steering Committee in developing the region’s 4-year plan and 2016/2017 allocation budget for Executive Council approval.
 - The guiding principles will be the “lens” through which the Steering Committee evaluates which projects to include in the first year plan and budget. The guiding principles will be in the form of a checklist for the Steering Committee to use when they are reviewing the proposals and creating the plan. The checklist will be included when the Executive Council reviews the plan and budget for approval.
 - The current ranking of proposals should be considered a guide.
 - Reviewed/discussed guiding principles:
 - In order to support all sub-regions with the IE/Desert, every college in the region will benefit from at least one regional project.
 - To support the ideal of regional collaboration, funds will only be allocated to projects that include a minimum of three or more colleges from at least two college districts.
 - In order to create viable long term pathways, the plan will include projects that can demonstrate the potential for sustainability.
 - Regional projects proposing to develop non-credit or credit curriculum will identify which colleges will develop and approve the curriculum, and those colleges must indicate both faculty and administrative support of the proposal.

- Regional projects that include college credit or non-credit programs should be encouraged to develop and identify high school partnerships that can lead into the program.
- To provide the most cost/effective solution, proposals that address the same gap can be combined or modified.
- The Centers of Excellence identified the occupational groups in which there is the largest regional gap. Consideration should be given to those projects that attempt to fill the gaps identified.
- In order to address the need to increase CTE enrollments, consideration should be given to those projects that will have the most immediate impact on CTE enrollment.

4. Meeting Schedule

- Action/Decision: Determine meeting frequency and schedule next meeting.
- Meet via CCC Confer on January 4, 2017 at 1 p.m.
- Face to face meeting on January 23 at SBCCD ATTC at 9:00 a.m. to 12 p.m.

5. Adjourn

- Diane Dieckmeyer moved to adjourn the meeting at 4:10 p.m.

Respectfully submitted,

Diann Thursby