

**Inland Empire/Desert Regional Consortium
Executive Council Meeting – January 23, 2017**

Minutes

1. Welcome/Updates

The meeting was called to order by Robert Levesque at 9:19 a.m.

Attendees: Zerryl Becker, Joyce Johnson, Robert Levesque, Albert Maniaol, Julie Pehkonen, Roger Schultz, Gail Zwart, and Diann Thursby (recorder).

2. Approval of Minutes from January 4, 2017

Roger Schultz moved to approve the minutes from the January 4, 2017 meeting. The motion was seconded by Gail Zwart. Motion approved.

3. Final Review and Approval of Plan (Discussion and Action)

- Discussion of Mechatronics and Incubator/Makerspace Proposals
 - Mechatronics: Reviewed updated proposal. San Bernardino Valley College commented their “for credit” curriculum still needs to be developed and it will not be offered until 2018.

Gail Zwart moved to approve the proposal for the Mechatronics proposal. The motion was seconded by Roger Schultz. Motion approved.

- Incubator/Makerspace Proposal: Reviewed Proposal and discussed outcomes. Each college was able to set their own budget for the project. San Bernardino and Mt San Jacinto plan to leverage other funds to help build the program. Gail Zwart shared information about an Arizona Community College that has a successful Incubator/Makerspace project.

Roger Schultz moved to approve Incubator/Makerspace proposal. The motion was seconded by Zerryl Becker. Motion approved with one abstention.

- Redistribute \$14,375 to every college (savings from Norco ACE Regional Coordination)
 - The funds were redistributed due to savings from not needing a fulltime Project Coordinator for ACE. The \$14,375 was either added to ACE or Job Developers depending on what program the college was pursuing.

Gail Zwart moved to approve the redistribution of \$14,375 to every college from savings from Norco ACE Regional Coordination. The motion was seconded by Albert Maniaol. Motion approved.

- Discussion: Regional Marketing Plan. It was decided to form a regional ad hoc committee that would do the “research” needed to move forward with a regional marketing plan. It was suggested that Jon Caffery (College of the Desert) lead/chair the committee. The

committee would research and report back to the Executive Council on how to move forward with regional marketing. It was also decided to leave the funding/budget in place until after “research” is complete.

Albert Maniaol moved to approve the formation of ad hoc committee to do the research necessary to move forward with regional plan for marketing. The motion was seconded by Joyce Johnson. Motion approved.

- Input from Field (Comments)
 - Discussed and Reviewed comments from the region, regarding the region’s proposal.
- Recommend Edits to the Plan Narrative
 - The following will be added:
 - Names of the college or colleges that will participate in each of the projects and the lead college and point of contact name and e-mail.
 - Discussion on metrics & data and how to present the projections in the plan. It has been suggested that in the spring, sometime before March 31st, there will be an opportunity to adjust the metrics projections.

Joyce Johnson moved to approve the Regional Plan. Gail Zwart seconded the motion. Motion approved.

4. Review Online Proposal Templates (Discussion and Feedback)

- Metrics & Budget, Partnership, and Accountability
 - Reviewed the proposal templates for each of the projects in the regional plan.
 - The format presented is how it will be submitted to the Chancellor’s Office.
 - The proposal template for each of the projects will also be included in the participation agreements with the colleges.
 - Template is the online form that the Chancellor’s Office designed. We can create an addendum to the online form.
 - What we learned from this round of funding needs to be incorporated in our process and add to the template for the next funding cycle.

5. General Discussion

- Guiding Principles
 - It was suggested to survey the Steering Committee to see what they felt worked and what they would like to see changed/fixed. Julie will send out the survey to Steering Committee after January 31, 2017.
 - More clarity/definition on what it means to have minimum of three colleges and two district involved on a project.
 - Rank projects by sector
 - Use the guiding principles throughout the entire planning and proposal writing process.

- Start the planning process for the next round of funding in early spring. Julie's recommendation is to have the plan completed by early fall.
- Streamline the process and make sure that all constituent groups represented (including industry). Larger meetings which will hopefully ensure all colleges are represented. Want to make sure that all "voices" are heard.
- The metrics should be the deciding factor when considering to fund/pursue a proposal/project.
- Only completed plans will be considered and no provisional approvals.

6. Planning (Discussion and Feedback)

- Executive Committee level of engagement in future planning activities
 - Establish Guiding Principles
 - The council will establish/revise the guiding principles after reviewing the results/feedback from the survey (see General Discussion).
 - What is missing from the online template to aid in future decision making?
 - It was suggested to give the Steering Committee a sample copy of Chancellor's Office Regional Template to review and to get their feedback on what other information they would want to see on the template.
 - Other
 - The council is charged with setting the guiding principles. Along with the structure and framework of the regional proposals
 - Steering Committee sets the dates, implements the planning (including creating rubrics).
 - Council should get feedback from their constituent groups to see what worked and what did not work on the regional proposal "process".

Next meeting on February 15 (1 to 5 p.m.). Location: TBA

Joyce Johnson moved to adjourn the meeting. Gail Zwart seconded the motion. Motion approved.