



**Steering Committee Meeting**

**August 22, 2017, 9:00 – 12:00 p.m.**

**Location: SBCCD, Professional Development Center (#104) 114 S Del Rosa Dr, San Bernardino, CA**

**Minutes**

<b>Roll Call</b>			
Barstow College - Sandi Thomas	x	Moreno Valley College - Art Turnier	x
Chaffey College – Joy Haerens	x	Mt. San Jacinto College - Joyce Johnson	x
College of the Desert - Zerryl Becker	x	Norco College - Kevin Fleming	x
College of the Desert - Kelly Hall for Leslie Young	x	Palo Verde College – Sonja Brown Givens	x
Copper Mountain College - Zachary Ginder	x	San Bernardino Valley College - Albert Maniaol	x
Copper Mountain College - David Norton	x	San Bernardino Valley College - Deanna Krehbiel	x
Crafton Hills College - Robert Levesque	x	Riverside City College – Sandy Baker	
Crafton Hills College - Dan Word	x	Riverside City College – Kristine DiMemmo	x
Moreno Valley College - Melody Graveen		Victor Valley College – Lee Bennett	
Chair IE/DRC – Julie Pehkonen	x	Center of Excellence – Michael Goss	x
		IE/DRC – Diann Thursby (recorder)	x
<b>Guests:</b>			
Vanessa Thomas - Chaffey Robert St. Julianana - COD	X x	Key Talent: Alan Braggins, Robert Corona, Susanne Mata & Jon Caffery, Lisa Kiplinger-Kennedy, Avante Simmons & Larry McLaughlin	x

## Approval of Minutes

Review and Approval of Minutes: [April 21, 2017](#)

*Motion to approve the minutes from the April 21, 2017 Steering Committee meeting.*

*Motion by: Kevin Fleming*

*Seconded by: Krisit Di Memmo*

*Motion: Approved*

## Communications Updates

- Website/Communications Update (Thursby)
  - Update on IE/DRC website.

## Round 1 SWP Funding

Update/review SWP progress to date.

- Report on dollars spent and encumbered for year 1. ([handout:Round 1 Projects](#))
- Reviewed Quarterly Report Summary ([handout: Quarterly Report Summary](#))
  - Green = spent & Blue = unspent
  - Spending for the region is only at 2%

Discuss “trigger” points on progress/areas of concern that will automatically generate notices to the college CEO and the Executive Council. This request was made by the CEO group at their May meeting. Data from first annual progress report, lessons learned from other projects, and tentative proposed “red flags” from the CCCCO will help inform the discussion.

- Funding - 8 million our region (not including 17% incentive funds - in January 18)
- Need to plan for the next two “rounds” of funding ([handout: SWP Timeline 2016-2022 & IE/DRC Schedule of Meetings](#))
- Moving forward regions will have an allocation plan in place by January 31 of every year. The plans can be changed if needed.
- The goal is to have the plans ready so the colleges can begin spending funds on July 1.
- There are no “rollover of funds”. If a project isn’t going to spend their funds, it goes back “in the pot” for other regional projects.
- CEOs in region asked Julie if the region could set a list of “triggers” if spending wasn’t happening. The triggers would safety net so they are not caught off guard if money needs to go back.
  - Discussion: How will region handle projects that aren’t spending.
  - October Reports trigger point (if a certain percent of funding has not been spent)
  - Use the metrics from the state (region adopt Chancellor’s office time frames)
  - We need to make a commitment to spend. Next “round” have a “plan b” to address this issue.

***Motion by Fleming: January 2018 projects with unspent funds are given 60 days to plan to either encumber or spend. If the funds are not spent, the funds are “swept” in March and reallocated to another project in the region. Seconded by Turnier.***

Discussion: When does the CEO need to know if the spending is behind/low?

- October warning time. 35% percent spending “threshold” if quarterly report in September (15 month report). CEO could possibly help/support with the roadblocks that is keeping the project from being able to “spend”. Julie will send Steering Committee two weeks notice if a letter will be sent to their CEO and copy them on letter. This will give time to have dialogue with their CEO.

- In January, if college is below the 35% spending “threshold” they will submit a plan that addresses low spending.
- Contingency plan. Job developer's “activities”, more electric vehicles, and the remainder of dollars to Marketing.
- In the Fall, revisit and come up with a plan for reallocation.
- Steering Committee and Executive Council need to approval the “redistribution of funds” from the “swept” funds.
- Reviewed “Risk Monitoring/Factors” from Chancellor's Office. Went to regional chairs for feedback. Julie will send info as soon as it is finalized.

## Round 2 Planning

Discuss/agree on issues related to the next round of SWP funding:

- Review new timeline, tentative funding ([17-18 Allocations](#)), and agreed upon sectors.
  - Meeting September 8 & 15. ([handouts: Industry Sector Leads](#))
  - Deans need to get faculty to attend meeting. Each college was given \$1,000 to help with these efforts.
  - 2 Projects per “sector/area”. Continuing project proposals do not count towards the “rule of two”.
  - In the spring the group decided/agreed they were not going to extend projects. The group reversed their decision from the spring and will now consider existing projects.
- Discuss and agree on how to address extension/expansion of existing projects. ([handouts: Existing Projects](#) & [Retreat Notes](#) )
  - Current projects are required from Chancellor’s Office to submit a proposal with a (realistic) budget. The following current projects will submit a proposal for the next round of funding:
    - Mechatronics (ask Ken Eaves)
    - Business Incubator and Makerspace (Albert Maniaol)
    - Nursing Placement and Clinical Site Coordination (Carol Scobie)
    - Tractor Trailer Feasibility Study- No
    - Updating Auto Labs (Larry McLaughlin)
    - ACE (Jesse Lopez)
    - Job Developers (Robert St. Julianana)
    - CTE Advisory Pilot Project - Lori Benson
    - Regional Marketing (Ashley Etchison)
- Review new proposal/project template in NOVA and review/provide feedback on revised rubric (Pehkonen/Goss). Agree on the points values for a separate rubric for cross-sector projects as there is no LMI information required for those project templates and points will need to be reallocated to other areas. ([handouts: rubric](#) & [Development/Submission of Pjct Proposals](#) )
  - Suggestion two rubrics sectors in common. How should the 15 points be reassigned?
    - Workplan. Should it be added to activities or outcomes?
    - All 15 points go to regional plan. It was decided to go with weighted redistribution.  
Vote= 6 votes for all to rational  
13 votes for weighted distribution - *Approved*
  - Everyone should have access to NOVA. Email went out form Chancellor’s office last week. Colleges will use NOVA for local plan.
- Presentation. Labor Market Rubric “overview”.

- Assign points to all metrics. All the information is available through launch board (CalPass). Michael will score all data for proposals. ([handout: Labor Market Rubric](#) )
- Information will be provided on CCCC Industry Sector Projects in Common (Pehkonen/McLaughlin). Discuss the possibility of bonus points for these projects and what the criteria for the bonus points might be.

Resources:

[Supplemental Form](#) (Guiding Principles)  
[Sector Information Gathering](#)

### Industry Sector Profiles/Analysis

Review and provide input on content and format for industry sector analysis. The purpose of the analysis is to aid in prioritizing regional industry sectors for the next round of DWM. (Goss)

([handouts: Drafting Electronics Manufacturing](#) )

- Reviewed Drafting, Electronics, and Manufacturing. Reviewed the “data” for “middle” skill level positions.
- Not standard LMI report like we did for SWP round 1. The current reports have more detail and follow what was done in the bay region.
- The reports focus on occupations, supply & demand, college offerings of relevant programs, occupational data, and student demographics.
- The plan is for every program (by TOP code) to have a detailed report. Resource for Deans (on the regional level)
- Goal to have it packaged into a sector report (working with the DSNs)
- The Deans were asked: what other information would they like to see in the reports?
  - Any useful/relevant Information from CTE OS
  - 1,400 CTE certificates in our region so we need to use the data to show where we need to focus our efforts.
  - Labor market demand and college capacity were to other subjects that were mentioned.

### Professional Development

Tabled -- Discuss strategies/funding necessary to implement the following workplan activities:

2.4 Develop a professional development strand around industry engagement between and among community college leadership and faculty and business and industry.

4.5 Participate in various regional economic development partner and employer/trade group activities, such as the IEEP, MARS, MCIE, etc. Encourage and promote these activities to college stakeholders as appropriate.

- Goal to have colleges be more engaged.

### Updates From Key Talent on Selected Topics

Key Talent joined the meeting at 11:00 a.m. Review/act on the following:

- Marketing Project (Etchison) ([handouts: Project Timeline](#) & [Kick Off Action Items](#))
  - Update from regional marketing director.
  - Interact (Consultant) for Marketing Services
  - Keeping Regional Ad hoc marketing Committee in place.

- Timeline for marketing launch (handout)
    - Reviewed timeline. December “premiere”. February launch.
    - Working closely with Chancellor’s Office rebranding campaign.
    - Call to action. Creating a website a CTE website.
    - Immediate action (five focus groups at five separate colleges in September and October). College host however all our encouraged to attend. (15 to 20 in each focus group).
    - September - Ashley will sent survey questions for Steering Committee to review.
      - Goal to have complete by November/December.
- LMI methodology (Goss)
- DSNs and Other Key Talent
  - Jon (Prop 39) - Need final report ASAP (outcomes and templates). He will send one more reminder.
  - Larry - ISPIC (industry sector projects in common) Multiple regions within the same sector. The money has to be allocated by the end of December. \$4 million (\$400,000 to each sector). Money is to scale up projects that have had success. Dollar for dollar match. More info will be coming out soon.

#### Good of the Order

- Robert Levesque working with Amazon. (Handout) Training for existing workers (for credit). Vertical organization. Employees take knowledge and leave after 3 or 4 years.
  - 6 to 18 units certificates/programs. Instruction on site at their facility.
  - Amazon will pay for the tuition for the students.
  - Using existing curriculum.
  - The group asked if the Chancellor's office legal council approved the “model”. Robert was going to research the question and get back to the group.

**Meeting adjourned at 11:50 a.m.**

**Next Meeting: November 17, 2017, 9 a.m - 3 p.m.**

**Location: Hyatt Place 3500 Market Street, Riverside, CA 92501**