

SAN DIEGO & IMPERIAL COUNTIES

COMMUNITY COLLEGES

Regional Oversight Committee

Wednesday, January 16, 2019 3:00-5:00
Mesa College, Health Building, Room S-05

Members Present: Glyn Bongolan, Danene Brown, Stephanie Bulger, Sunny Cooke, Michelle Fischthal, Richard Gholson, Jesse Lopez, Cindy Miles, Tina Ngo-Bartel, Jessica Robinson, Jose Velasquez

Regional Staff: Molly Ash, Sally Cox, Mollie Smith

Meeting Designees: Efrain Silva for Deedee Garcia

Guests: Monica Romero, Mesa, CTE Tutoring Chair

Minutes

Note: Please pay special attention to the highlighted areas

C. Miles called the meeting to order at 3:02

Welcome and Introductions

Approve Minutes from 11.28.18

- C. Miles reminded the group that it is everyone's responsibility to share the minutes with their constituents in an effort to keep others informed.

Motion to approve minutes by D. Brown, second by S. Bulger, **unanimously approved.**

SWP Implementation

- Career pathways
 - CP Goals: M. Smith shared the updated regional CP goals that were created in concert with K-12 representation from all districts. The CP goals along with the MS/HS Engagement goals, the MS/HS Continuum and the Pathway Development rubric will be used to guide LEAs that are applying for K-12 strong workforce funds. The documents are available on the regional [website](#) and were sent out through the K-12 Listserv. The next workgroup meeting will be held on 1.23.19 and all LEA representatives are invited to attend.
 - J. Lopez shared that the MS/HS workgroup has been working collaboratively with the K-12 representatives to ensure that we are providing guidance LEAs and creating transformative alignment.
 - M. Smith shared that the HS mapping project has been completed by WestEd and will be presented at the 1.23.19 CP workgroup meeting. S. Bulger asked for clarification on the HS mapping project. M. Smith shared that WestEd has conducted a study of the career education programs that are available in the high school and community colleges. The information will be presented at the 1.23.19 CP workgroup meeting. The next steps are to identify gaps, decide how the information will be displayed and collaborate with the Center of Excellence to integrate labor market information. The same mapping research will be conducted for adult education and noncredit.

- HS Mapping & LMI
- Developing an Application

The webinars will be available by the first week in February and will be accessible through the K-12 Listserv.

K-12 Strong Workforce Resources can be found at <http://myworkforceconnection.org/k12-strong-workforce-resources/>

- Pathway Navigation: S. Cox informed the group that six applications were approved and four applications were provided feedback from the fiscal agent's office and are in revision. M. Smith shared that a Community of Practice meeting has been scheduled for 2.25.19.
ACTION ITEM: M. Ash will distribute information on the CoP to the CIOs, CEOs, and CSSOs.
- WBL and Job Placement: S. Cox shared that six WBL Coordinator RFAs have been approved, two have received feedback from the fiscal agent's office and are in revisions, and two are still outstanding. M. Smith shared that the WBL assessments have been completed. WestEd will provide each college with their local data, as well as the comprehensive regional data. A Community of Practice meeting will be scheduled for the end of Feb.
- Employer Engagement (EE): M. Smith shared that the EE group is working with the San Diego Workforce Partnership and the San Diego Regional Economic Development Corporation to discuss engaging industry partners. Kevin McMackin, the Director of Strategic Partnership started at the beginning of December and will begin working with DSNs and workforce partners to develop a system for engaging employers.
- DSNs: M. Smith shared that six DSNs have been hired and the position for Health DSN is currently advertised. Additionally, six host colleges have been confirmed. A DSN onboarding meeting scheduled for 1.23.19 at Miramar College.
- Marketing: D. Brown shared that the first Noncredit Workforce Task Force (NWTF) met on 1.14.19. The focus of the meeting was on two guiding questions: how do we represent noncredit courses and programs on the website? And, should we create a separate marketing campaigns for noncredit? S. Bulger asked if there were any takeaways from the NWTF meeting. The task force agreed that there does not need to be a separate marketing campaign for noncredit but confirmed that we do not have noncredit represented accurately on Careered.org. Civilian will provide recommendations on how to better represent noncredit on the website at the next meeting tentatively scheduled for mid-February. D. Brown shared that the marketing committee will convene on 1.17.19 to discuss strategies around Year 2 campaign priorities. She also shared that the next PIO conference call will be held on 1.24.19 and will focus on new year press strategies.
- Data/Research: T. Ngo Bartel shared that all regional reports and resources have been updated on the regional website and are accessible [here](#). C. Miles suggested updating the language on the LMI request form to denote that it is available to "Deans, VPs, and Presidents". The next committee meeting will be held on 2.6.19; all are welcome to attend.
ACTION ITEM: T. Ngo Bartel will update.
 - Student Support: Tutoring. M. Romero shared a one-page handout on the CTE Tutoring research project that included an overview of the project and the survey, as well as the workgroup membership. The survey was created by USD's Nonprofit Institute in collaboration with workgroup members and focus groups consisting of CE faculty, CE students and tutoring center staff. The survey will be open for responses from 1.22.19 to 2.19.19. Once it closes, USD will develop the data and present a final report at the 5.10.19 WDC meeting. J. Lopez asked for consistency in the references to CTE vs Career

Education (CE) throughout the survey. M Romero will review the survey and correct any errors. M. Fischthal suggested adding “my campus doesn’t offer tutoring” answer option as Continuing Education does not offer that service. M. Romero will take that suggestion back to the workgroup for discussion.

Other

- 2018-19 ROC membership: M. Smith shared the current ROC membership which includes vacancies in the CBO and CIO positions which were previously held by Southwestern. C. Miles suggested reaching out to Kindred about the vacancies as Southwestern is currently underrepresented.
ACTION ITEMS: M. Ash will add Sharon Sampson to the Grossmont Faculty position. M. Smith will reach out to Kindred to discuss the open positions.
- CEO Quarterly Workshop – February 4th: Workgroups leads will present an overview of the current Strong Workforce efforts to CEOs.
- Communication: C. Miles encouraged the group to think of ways to better communicate information they gain at ROC.
 - J. Lopez mentioned that the timing of information is important.
 - M. Fischthal recommended sending out a link instead of all the documents with brief summary points.
 - M. Smith shared that a monthly newsletter has been created to provide a high-level overview of all the projects.
- Counselor Conference Re-Cap: M. Smith shared the counselor conference summary that included representation from all attending institutions. The summary can be found [here](#).

Next Meeting: **Wednesday, 2.20.19** from 3-5pm at Mesa College, Health Building, Room S-305

Archived meeting minutes and handouts can be found at <http://myworkforceconnection.org/regionaloversight-committee-roc/>