



**South Central Coast Regional Consortium (SCCRC) Meeting
 MINUTES**

January 5, 2017

9 am – 4 pm

at Pierpont Inn, Ventura, CA

KEY OUTCOMES FOR TODAY'S MEETING:

1. Finalize 17-18 SWP Regional funding recommendations to the Steering Committee for the 83.5% and the up to 16.5% Incentive Funding.
2. Finalize SWP assessment tool going forward.
3. Finalize 18-19 SWP Regional planning and decision-making timeline (due June 1, 2018)
4. Finalize recommendations on revisions (if necessary) to the SCRC SWP Governance Structure and associated authority, roles and responsibilities.
5. Finalize regional communication plan.

8:30–9:00 am Continental Breakfast/Networking

9:00–9:15 am Welcome and Introductions/Review Agenda

	Name	Role	College/Organization
1	Baca, Josepha	Faculty, SCCRC JSPAC rep	Moorpark College
2	Bowman, Leana	Grant Director	Allan Hancock College
3	Buckley, Jerry	CIO	College of the Canyons
4	Burwick, Amanda	Placement Project Specialist	Oxnard College
5	Cabral, Robert	Faculty & CCCAOE VP for SCCRC	Oxnard College
6	Carlson, Kevin	Research Analyst	Moorpark College
7	Cascamo, John	Dean	Cuesta College
8	Chavez, Holly	DSN AWET	Allan Hancock College
9	Cordova, John	DSN Health	College of the Canyons
10	Duenas, Felicia	Dean	Ventura College
11	Flores, Laureano	Dean	Antelope Valley College
12	Glapa-Grossklag, James	Dean (Ed Technology, etc)	College of the Canyons
13	Hall, Deanna	CTE Liaison	Allan Hancock College
14	Happel, Harriet	CTE Director	College of the Canyons
15	Hermann, Adele	COE Director	Moorpark College
16	Hodge, Paula	DSN ICT/DM	College of the Canyons
17	Hoffmans, Kim	CIO	Ventura College
18	Hollems, Diane	Co-Chair SCCRC	Santa Barbara City College
19	Jurevich, Gayla	DSN Small Business	Cuesta College
20	Keller, Magehan	CE Grant Director	Oxnard College
21	Lamica, Thomas	Project Director, K-12 Partnerships, CWE, Career Development	Allan Hancock College
22	Lau, Margaret	Dean	Allan Hancock College





23	Manzur, Brittany	Placement Project Specialist	Ventura College
24	Marshall, Renee	Teacher Prep coordinator	College of the Canyons
25	Park, Celine	Grant Coordinator	Moorpark College
26	Price, Alan	Dean	Santa Barbara
27	Rees, Mary	Dean	Moorpark College
28	Samson, Julie	DSN	Global Trade
29	Swanberg, Luann	Chair, SCCRC	Santa Barbara City College
30	Tafoya, Christina	Dean	Oxnard College
31	Teasdale, Dave	Prop 39 Director	Bakersfield College
32	Wright, Alex	Workforce & Econ Dev Director	Ventura CC District

9:15–10:00 am SCCRC Business Meeting

- **Approval of September 22, October 20 and November 2, 2017 SCCRC Meeting Minutes** [SCCRC Meeting Minutes](#) (Sept. Minutes need to change from Mary Rees to Gary Quire who reported on Hospitality Program).
 - M/S/C - All Minutes approved and can be uploaded as FINAL to the website
 - Need follow-up process for Action Items that come up in meetings
- **Option for Meeting Minutes (Paula Hodge)**
 - Suggested recording the Meeting so they can be double-checked.
 - Address follow-up Action Items first
 - New Action Items at the bottom, then move to the top of the next agenda.
 - Consider hiring a court reporter for the retreats. The same person is being hired by the CO. Cost is approximately \$500 per day.
- **Brief Updates/Announcements/Asks**
 - **Chancellor’s Office**
 - An email update from Katie Faires was forwarded to SCCRC members.
 - **CCCAOE Board Report**
 - The Fall conference had the organization’s largest attendance. Dates for Fall and Spring listed on the CCCAOE website.
 - Two breakouts created interest—how CCCAOE could create more communication and dialog and recognition of what the organization does. They are going to formalize an Associate Regional VP position to support Regional VP and serve as a proxy if the VP can’t attend meetings.
 - The organization is looking at forming Standing Committees—Robert read a list of proposed....for example, curriculum, advocacy, marketing, professional development, etc. They are considering 11 committees.
 - Just launched Feb 1st deadline for call for proposals for Spring conference to be held March 7-9 in Sacramento. The theme is Guided Pathways Part II. There are 4 strand areas: equity, innovation of student learning, funding, finance and facilities.
 - The pre-conference on March 7th at the Golden One Arena Pre-





Conference will be a STEAM discussion which includes tickets to see the basketball game. Will accommodate the first 140 people; cost is \$150. Other tickets can be purchased for \$65. All info on the website.

- **Regional Chairs Report**
 - Luann reported on the December Deep Dive with the Sector Navigators.
 - Van is now an Executive Vice Chancellor and the Director of Digital Futures.
 - All funding streams being brought into NOVA.
 - Luann and Diane attended a special SWP fiscal agent meeting in Sacramento on December 12.
 - Key talent professional development in-service at UC Davis on January 8-9.
- **Joint Special Populations Advisory Committee (JSPAC)**
 - Josepha reported that there is a revised website where webinars will now be uploaded.
 - There is space on the JSPAC committee to serve a 3-year term (non-voting). The individual will be asked to submit an application and a CV and the committee will invite. Josepha invited anyone who might be interested to speak with her. Josepha's term will be up in 2018.
- **Center of Excellence Outreach Plan**
 - Adele reported that over the last 2 months, she spent considerable time learning what the expectations are from other COE Directors.
 - She will be reaching out to each campus by way of the CTE voting deans.
- **Regional Program Recommendation Process**
 - Luann and Amanda are working to update the website in a timely fashion.
 - Any time there is a new program request, the website will have the form which will automatically be sent to the COE Director for LMI data.
- **New Programs**
 - Moorpark College presented a Songwriting Certificate of Achievement.
 - It is part of their local SWP.
 - AVC asked how this relates to CTE. Commercial music does have a CTE TOP code. There is a CID for a commercial music programs.
 - **An electronic vote will be taken in two weeks—January 19th. It is part of their local SWP. All colleges approved the Moorpark College Songwriting Certificate via email on January 22, 2018**
 - AVC mentioned that they are discussing bringing some new programs forward. AVC is planning to develop an advanced manufacturing program.

10:00-10:20 am SWP Regional Reporting and Project Submission

- **NOVA System (Reporting feedback/Submission Process (ONLY APPROVED REGIONAL PROJECTS))**





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- Luann asked the group how their reporting experience was, and for the most part it was positive.
- Laureano reported that initially he had over-projected on funds needed for certain projects, so he is planning to reallocate to other CTE.
- Christina mentioned that there must be a process to update the permissions list, and the permission list needs to be validated. **Luann and Diane will contact Product Ops.**
- **Luann and Diane will add the Reallocation Process to the agenda for the next Regional Chairs call.**
- **SWP Quarterly Reports (expenditures and activities)**-Luann stated that we will be instituting a regional share quarterly report to consist of expenditures to date and a list of associated activities while we wait for the Quarterly reporting feature to be activated in NOVA.
- **Luann and Diane will schedule Regional fiscal meeting.**

10:30-10:45 am Break

10:45 – Noon SWP Updates and Planning/Decision Making Process

- **Career Education Toolkit**
 - Christina updated the group on the proposal received for Marketing project management. They wanted \$170,000 for project management and proposed another \$900,000 for actual marketing. The work group decided not to hire a project manager. Suggested to today's group: Allocate to the colleges out of the marketing Project-in-Common.
 - Handout given to the Dean's as a proposed process for requesting funds.
 - Luann added that we'll convene a community of practice around marketing best practices. It will be necessary that the marketing work group continue.
 - Set aside some regional marketing funding to convene some marketing meetings, printing, etc. as well as website work.
 - Paula requested that funding also be allocated to sectors as well.
 - **Suggestions: 10% regional meetings, 30% DSN/TAP, 60% for colleges. Need funding to update website and include marketing materials and put them on the website.**
 - Have a consultant to pull together marketing materials for each sector.
 - Form a sub-committee to discuss serving all sectors.
- **Doing What Matters Showcase**—Link to proposals but not discussed due to time constraint.
- **Key Talent RFA Status/Priority and Emerging Sector Discussion**
 - RFA for SN's, DSNs' RC's will be out next week. There will be one fiscal agent for all DSNs who will then be contracted to their host college.
 - No comments at this time regarding any changes to the current priority and emerging sections in our region.
- **Review 17-18 SWP SCCRC Regional Projects At-a-Glance Spreadsheet**
 - John mentioned that Projects-in-Common for High Touch Health might not



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be needed as he has some funds allocated from his \$100,000.

- Alex described the Food Safety Tech regional SWP proposal. An electron microscope could be purchased for VCCCD. Project was discussed with the AWET SN and is aligned with an Industry Sector Project In Common (ISPIC).
 - James presented the SWP regional share proposal for Assessment for Prior Learning (PLA) project (via portfolio, not credit by exam). There is no well-organized process in CA for students to request this and for it to be evaluated. Need faculty development around learning the process. They will request for 18-19 to get Admissions processes in place. Currently, only West Hills community college is actually moving forward and is part of a Central Mother Lode Regional SWP Project. A conference call with the Central Region was held in December and they agreed to provide templates, toolkits, and collaboration opportunities with the South Central Region.
 - Luann mentioned hiring Audrey Green as a consultant to help bring the new Job Developer folks together.
- **Review 17-18 Funding Spreadsheet** – reviewed along with the proposed regional projects lists.
 - **17-18 Planning Decision-Making Timeline (next page)** – reviewed.
 - **Finalize 83.5% Funding Recommendations** – see SCCRC Voting Group recommendations below.
 - **SWP Regional Project Proposal Assessment Tool**
 - The rubric will be used for all projects.
 - There will be a separate DSN rubric.
 - The Voting Group and Steering Committee will use the tool.
 - There is a separate form to be attached to each project proposal when submitted.
 - **Rank projects to receive 17-18 Incentive Funding** – projects were not ranked
 - **18-19 Planning and Decision-Making Timeline (Next page)** – briefly reviewed but not final decisions were made.
 - **Other potential Regional Projects**
 - Faculty Engagement Funding
 - Important to support this with some funding. The funding can be flexible.
 - Develop externship opportunities.
 - Regional CTE Curriculum Workshop
 - Host Regional Event (With FCCCC) on internships and work-based learning (includes apprenticeships)
 - Fund OER/ZTZ for some CTE departments at colleges and purchase texts for lending at college libraries. James will submit a proposal.
 - It was proposed to recommend a set aside of up to \$500,000 as a placeholder for the Steering Committee to approve. Encapsulates the above.
 - Work group: Christina, Harriet, Regina, Keller, Mary, Robert

Noon-12:45 pm Lunch





12:45–2:30 pm Governance Structure

- See revised document attached to be presented to the Steering Committee tomorrow.

2:30–2:40 pm Break

2:40–3:30 pm Communication Plan—Reviewed and revised ([SCCRC Communication Plan](#))

- Send the CEO/CIO monthly emails and then send separate email out to the rest.
- **Luann and Diane will email the group about the CEO meeting.**

Action Items	Due Date	Responsible Party
1. Take electronic vote for MC Song Writing Certif	Jan 19, 2018	Luann
2. Contact Product Ops about NOVA permission update process		Luann and Diane
3. Add SWP Region funding reallocation process to the next Regional Chair mtg agenda	Jan 24, 2018	Luann and Diane
4. Schedule regional SWP fiscal meeting	Feb 2018	Luann and Diane
5. Update website		Luann and Diane

2017-18 Planning and Decision-Making Timeline

DEC/JAN	17% of 17-18 Allocations published and additional projects identified for regional funding.
JAN 5-6	SCCRC and Steering Committee Retreat (Pierpont Inn, Ventura) Final Funding Decisions
JAN 10-24	Stakeholder Review of SCCRC SWP Plan Update (written plan)
WEEK OF JAN 15	Zoom calls with SCCRC Voting Group and the Steering Committee
JAN 26	Deadline for input of all approved 17-18 SWP regional projects into the NOVA system for final regional review
JAN 31	All approved and certified Regional projects due in the NOVA system and updates to SCCRC Regional SWP plan due to the Chancellor's Office
JAN-MAR 31	Regional certified projects modification window

**2018-19 Planning and Decision-Making Timeline
(TO BE DISCUSSED AND FINALIZED)**

FEB 1	Regional Sector Changes (if any) to Chancellor's Office
FEB 23	SCCRC Meeting
MAR 8	SCCRC Meeting at CCCAOE (Sacramento)
APR 20	SCCRC Meeting
MAY 4	SCCRC Meeting
MAY 25	Deadline for input of all approved 18-19 SWP regional projects into the NOVA system for final regional review
JUN 1	All approved and certified 18-19 Regional projects due in the NOVA system and updates to SCCRC Regional SWP plan due to the Chancellor's Office
JUN 10-12	SCCRC/Steering Committee Retreat in Cambria





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Helpful Links and information:

- Updated Industry Sector Projects in Common (ISPICs) [ISPIC Index](#)
- Review of [SCCRC SWP Governance Structure](#)
- Review of [SCCRC SWP 3-Year Plan](#)
- Allocations, Guidance Memos, SWP Metrics, NOVA Regional and Local Online System, etc. [DWM website \\$200M SWP](#)
- Statewide Career Education Rebranding and Marketing Update
 - [Career Education Toolkit](#)
 - [Career Education Rebranding Updates](#) (Internal)
 - [Career Education Microsite](#) (External – user)
 - [CCCCO's CTE Rebranding Marketing Campaign Videos](#)

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Meeting with SCCRC Voting Group (John Cascamo, Margaret Lau, Alan Price, Felicia Fuentes, Mary Rees, Harriet Happel, Laureano Flores and Paula Hodge) **held after the SCCRC meeting to finalize recommendations to the Steering Committee listed in the matrix below.**

SCCRC VOING GROUP RECOMMENDATIONS TO THE STEERING COMMITTEE FOR JAN 6, 2018

<p>17-18 Spending Plan All projects listed on Spending Plan spreadsheet are recommended and the rubric will be used for any new proposals (not listed). The rubric will be used going forward to evaluate proposals.</p>		
<p>Assessment Tool The Assessment Tool is approved with "SCCRC SWP Regional" noted on the top and Alex will add the legend. This is a living document that will evolve without need for future formal approval.</p>	<p>The Steering Committee does not need to approve.</p>	
<p>Governance revisions The Governance Structure revisions are recommended. (see attached SCCRC SWP Governance Structure Authorities, Roles and Responsibilities document attached)</p>	<p>Ultimately, the CEO group must approve revisions to the Governance Structure</p>	
<p>Incentive Funding Regarding the 16.5% the group recommends setting aside <u>Option 1</u>: \$700,000 off the top (with projects listed). <u>Option 2</u> is to take \$500,000 off the top and allocate the rest based on college Local Share percentages.</p>	<p>We could submit a NOVA proposal for the \$700,000 with three key areas, including ISPICS. Suggested to allocate travel dollars to regional professional development/events at \$500 per person per meeting (under "Faculty Engagement").</p>	<p>AVC dissented on not allocating funding to the colleges and Oxnard College was not represented.</p>
<p>Communication Plan The regional Communication Plan is recommended with revisions noted on the google spreadsheet.</p>	<p>SCCRC Communication Plan</p>	
<p>Note: At the conclusion of each regional meeting, the Voting Group will convene.</p>		





REVISIONS BASED ON SCCRC VOTING GROUP RECOMMENDATIONS:

South Central Coast Regional Consortium

The regional organization of community college career education, workforce and economic development.

The South Central Coast Region is comprised of the 5 community college districts and 8 colleges—Cuesta College, Allan Hancock College, Santa Barbara City College, Oxnard College, Ventura College, Moorpark College, College of the Canyons and Antelope Valley College.

Regional workforce grants awarded through the California Community Colleges Chancellor's Office (CCCCO) to the geographic region known as the South Central Coast Regional Consortium (SCCRC), Region D, are part of the Consortium.

Strong Workforce Program Authorities, Roles & Responsibilities

Regional CEOs

The governance structure and decision-making authority granted to voting groups of the SCCRC for decisions related to the Strong Workforce Program is under the purview of the regional community college presidents and district chancellors, referred to as CEOs in this document, and the structure and authority are outlined herein. **As the SCCRC region has only one multi-campus district, the Chancellor of the VCCCD will serve as a non-voting member of the CEO group.** The governance structure was approved by the CEOs in fall, 2016 and will remain in effect until such time that the CEOs elect to change it. The CEOs will review the efficacy of the governance structure annually. There are three levels to the governance structure. They are:

1. SCCRC SWP Voting Group
2. SWP Steering Committee
3. Ad hoc Work Groups

1). SCCRC SWP Voting Group

The SCCRC SWP Voting Group is made up of a designated voting Dean from each of the 8 colleges plus one





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representative from the DSN/TAP group. In June 2018, one CTE faculty member will be added to the Voting Group. Voting members from the DSN/TAP and Faculty groups represent their constituents and not individual colleges.

New proposed: Voting Deans have no term limit. The term for the DSN/TAP and Faculty group voting members will be two years to begin officially on July 1st. If a vacancy occurs in the Dean group, the incoming college CEO will appoint a replacement Dean to represent that college. If a vacancy occurs in the DSN/TAP or Faculty groups, the respective constituency group will vote on a replacement. Replacement Deans have no term limit. Replacements in the DSN/TAP or Faculty groups will serve out the respective term.

Quorum:

A simple majority vote is required in order to forward recommendations to the Steering Committee.

Ample time will be given the SCCRC SWP Voting Group to review and comment on project proposals.

Authority:

The SCCRC SWP Voting Group is responsible to make recommendations to the SWP Steering Committee for the following:

- Reviewing, ranking, and forwarding annual SWP project recommendations—this includes project narrative and funding recommendations.
- Reviewing and recommending
 - the SCCRC Regional SWP Plan and annual updates,
 - the annual SCCRC SWP Regional Spending Plan,
 - any revisions to the currently approved SWP Governance Structure,
 - any other SWP required documents for the region,
 - priority and emerging sector changes,
 - the SCCRC Communication Plan,
 - **in-region competitive grants.**
- The SCCRC SWP Voting Group will promote regional collaboration on SWP regional projects.

Meetings:

- Voting Group members are expected to regularly attend SCCRC regional meetings.
- There will be occasions where the Voting Group will be notified that they must meet immediately following adjournment of the regular meeting. Notice will be given.

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- There will be the need for periodic electronic meetings.

2). SWP Steering Committee — Final Funding Decisions, SWP Regional Plan Endorsement, Funding Allocations.

The Steering Committee is comprised of representatives from five key SCCRC Region community college constituent groups: Voting: 2 Chief Executive Officers (CEOs), 2 Chief Instructional Officers (CIOs), 2 CTE Deans, 2 CTE Faculty, and 1 Chief Student Success Officer (CSSO). Non-voting: 2 representatives from the Key Talent DSN/TAP group. The SCCRC Chair and Co-Chair will be non-voting members of the Steering Committee and will provide staffing as necessary. **Each college in the SCCRC must have at least one member serving on the Steering Committee.** Members are elected from within their own constituent group and shall serve two-year terms (except in the first term when one of the members of each constituent group will have a three-year term). All terms will begin on July 1st of the academic year.

New proposed: When a vacancy arises mid-term, that constituency group will select a replacement and the replacement member shall complete the existing term. If the host college of the member transitioning out is without a representative on the Steering Committee, that college will appoint a member-at-large to serve out the term.

Steering Committee Membership:

- Voting members: 2 CEOs, 2 CIOs, 2 CTE Deans, 1 CSSO, 2 CTE Faculty
- Non-voting members: 2 DSN/TAP representatives, SCCRC Chair and Co-Chair
- On an as-needed basis, other constituent group representatives and experts will be invited to participate in Steering Committee meetings (*non-voting*).

Quorum:

- At least one member from each constituent group must be present at any meeting where a vote will be taken and a simple majority **plus one** is required to pass any action.

Authority:

- Approve Strong Workforce Program (SWP) regional plan
- Approve annual SWP budget which can include non-project specific “bucket” allocations



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- Approve new project funding for each fiscal year
- Approve any revisions to the Governance Structure and recommend to the Regional CEOs for approval.
- Approve SCCRC Communication Plan
- Approve any changes to the region's Priority and Emerging Sectors

Meetings:

- The Steering Committee will meet twice a year in person – January and June retreats.
- Electronic meetings will be scheduled as needed.
- The Steering Committee shall elect a chair from among their members.

Member Responsibility:

- Act in the best interest of the region as a whole.
- Serve as liaison between the Steering Committee and their representative constituent group(s).
- Communicate action taken and rationale for decisions to both their representative group and to their college leadership.
- Attend meetings regularly or ensure their designated alternate attends in their absence.
- Seek input from constituents and experts in order to make informed decisions.
- Promote collaboration on regional projects.

Formal Communications:

- SCCRC Chair will:
 - Send meeting minutes to Steering Committee
 - Publish all meeting agendas and minutes on the SCCRC website
 - Provide the CEOs and CIOs with a bi-monthly SCCRC SWP email update

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- Ensure that the SCCRC Newsletter is published quarterly.

Note: Effective communication and transparency is a priority of the SCCRC. It is the responsibility of regional members, at every level, to promote these principles. Regional resources shall be allocated to support structural mechanisms that ensure that effective communication and transparency is achieved.

3). Ad Hoc Work Groups

Membership:

Ad hoc work groups will be formed to work on areas such as the following:

- Marketing
- Rubric
- Strategic Plan
- Job Developer Collaboration

Meetings:

- Ad hoc work groups will elect a chair who will convene either in-person or electronic meetings as needed. The SCCRC Chair and/or Co-Chair may participate in any Ad hoc work group as needed.
- Work groups will report out at regular SCCRC meetings.

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