



South Central Coast Regional Consortium (SCCRC)

DSN/TAP/RC RETREAT FOLLOW-ON MEETING

July 6, 2017

Pierpont Inn, Ventura, CA

(Noon – 3:30 pm with lunch at 12:30 pm)

AGENDA

GOAL: To understand the key talent perspective of how the regional structure can support the SWP and other efforts at a local and regional level and develop a path forward toward that alignment.

1. Recap of where we left off at Retreat
2. Framework for moving forward
 - a. What does the Key Talent need from the colleges
 - b. Communication strategy/protocol
 - c. Alignment of regional resources to serve students, college, communities and the region
 - d. Alignment of local and regional SWP efforts
3. SWP funding and planning timeline and process
4. Next Steps: CTE Dean and DSN/TAP/RC meeting to set a clear path forward





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AGENDA and MINUTES

GOAL: To understand the key talent perspective of how the regional structure can support the SWP and other efforts at a local and regional level and develop a path forward toward that alignment.

Attendees: John Cordova, Paula Hodge, Dave Teasdale, Karen Miles, Holly Nolan-Chavez, Julie Samson, Mike Bastine, Diane Hollems and Luann Swanberg

Recap of where we left off at Retreat. Minutes of the June 27th meeting with CTE deans and CIOs

Key talent work plan discussion

- Question raised: Who has authority for modifying a key talent work plan?
- DSNs were hired to address what industry needs and the CTE deans may not be focused on that.
- Consortium CTE voting deans aren't necessarily the person/administrator who would be interested in, or able to comment on, certain activities in the work plan.
- Discussion that it's best not to create college-specific activities in the work plan to allow for flexibility and responsiveness in addressing the SCCRC colleges' emerging needs that may not be apparent when work plans are created.
- John distributed a graphic showing the various constituent groups DSN/TAPs are accountable to. The group thought this is a great way for everyone to see the depth and scope of the role. The group had a few suggestions for modifying the graphic so that it can be presented at the joint meeting.
- Suggestion and discussion about having a key talent meeting to compare work plans and create a crossover document to present at the joint meeting. Creation of an Executive Summary document to accompany it was suggested. It was determined that key talent would meet at the Pierpont on Friday, August 4th from 10:00 a.m. to 3:00 p.m. to compare work plans, create a crossover document, and plan a presentation for the joint meeting.
- The group felt that the region's Strategic Plan (developed January 2016) should drive work plans and SWP decisions.
- Identify metrics associated with the Strategic Plan and let others know that key talent work plan activities may impact the metrics indirectly and are not necessarily tied to a one-year outcome.
- All must understand that many key talent activities and work plans have closer alignment with the Strong Task Force Recommendations, DSN Role Specifications, Sector Specific goals, and the SCCRC Strategic Plan rather than strictly with SWP metrics. DSN roles and Sector Specific Objectives are outlined on the State Chancellor's website.
- Recommended that Consortium discussions about key talent work plans occur twice a year.





Communication and systems discussion

- Discussion about the fact that our region produces much contract education and that is not being counted in the SWP metrics.
- Suggestion to convene a Workforce Development and Contract Education meeting and that this would be a good meeting to invite outside stakeholders such as WBDs and economic development collaboratives. Suggested that apprenticeships also be a topic.
- Key talent must communicate *how* they are contributing, but acknowledged that there is so much information it is difficult for people to digest. Suggested to show information graphically and to highlight *upcoming* events and distribute handout showing accomplishments and outcomes.
- There must be a shared understanding that not everything is going to align with SWP metrics (i.e., growth in FTES).
- Discussion about the fact that the Steering Committee is removed from actual Consortium discussion and decision-making. The meetings must be flipped (Consortium meeting prior to Steering Committee meeting) and there must be Steering Committee report as a standing agenda item for Consortium meetings.
- The Steering Committee should not be discussing anything that hasn't already been discussed by the Consortium. Luann and Diane will revisit Steering Committee minutes and SWP Governance Structure regarding having one or two CSSOs on the Steering Committee.
- Discussion about *who* key talent should communicate with at the colleges. Suggested that information and/or meeting summaries be sent to the CIOs and leave it up to them to distribute downward at the college.
- Resolved that the colleges create their one-page description of SWP priorities as soon as possible and distribute to key talent to help inform the August 4th working meeting. The RCs will get the word out to colleges right away. Suggested that key talent create (some) activities that align with college SWP priorities.
- Recommended that each SCCRC meeting be “topic-focused.”

Improving SCCRC meetings discussion

- RC's and DSNs determine a specific amount of time that's allocated for DSN reports, so that the time expectations for the reporting is clear, and DSNs can plan their reports accordingly.
- Suggested that action planning be the focus of the meetings.
- Reserve introductions just for new attenders.
- Meetings must be more active rather than passive reports.
- Suggested to have a different sector focus at each meeting.
- Suggested that SWP discussions be no longer than 1.5 hours and that RC's need to be better timekeepers and more assertive in cutting people off.
- Suggested that the program recommendation process be handled over email with limited discussion at meetings.





“Other” discussion

- Suggested that key talent convene monthly—perhaps the afternoon or evening before regular SCCRC meeting.
- Discussion that the joint meeting be positive-focused and give examples of collaboration and the joint meeting should open with a recap of the Retreat flip chart discussion. Build on items noted from the Retreat.
- Suggested that key talent know what is part of the SWP Local Share plans. This would be helpful in alignment and in seeing how key talent could be helpful.
- Suggested that the college one-page priorities also note challenges that perhaps key talent could help with.
- Must review projects and sectors identified in the January 2016 Strategic Plan meeting.
- Suggestion that key talent should create short videos to be posted to the website as a help in onboarding CTE faculty liaisons and others new to the Consortium.
- Goal of leveraging logistics, locations and expanding the scope of work and discussions.
- All competitive grant submissions should tie into the regional Strategic Plan.

The RCs are working on convening the joint meeting on August 7 or 8 with an outside facilitator.

