



**SDIC COMMUNITY COLLEGE WORKFORCE DEVELOPMENT COUNCIL  
MEETING**

April 10, 2020  
11:15 am - 12:00 pm

Zoom  
**Minutes**

**VOTING MEMBERS:**

**Javier Ayala**, Dean, Career Technical Education/Workforce Development, Grossmont College  
**Danene Brown**, Dean, School of Business & Technology, SD Mesa College  
**Ruishan Chow**, Regional Director, Employer Engagement, Advanced Manufacturing  
**Margie Fritch**, Dean, Career Technical and Extended Education, Palomar College  
**Jonathan Kropp**, Regional Director, Advanced Transportation and Logistics  
**Jennifer Lewis**, Dean, School of Continuing Education and Workforce Development, Southwestern College  
**Larry McLemore**, Dean, Career & Technical Education, Cuyamaca College  
**Jennifer Patel**, Regional Director, Business and Entrepreneurship  
**Duane Rinehart**, Regional Director, ICT/Digital Media  
**Keau Wong**, Regional Director, Employer Engagement, Life Sciences and Biotechnology

**NON-VOTING MEMBERS:**

**Molly Ash**, Manager, Regional Consortium  
**Alex Berry**, Program Manager, SD Continuing Ed  
**Svetlana Darche**, WestEd  
**George Dowden**, Career Education Program Coordinator, Cuyamaca College  
**John Edwards**, Research Analyst, Center of Excellence for Labor Market Research  
**Claudia Estrada-Howell**, Supervisor, Career Center, SD Mesa College  
**Scott Finn**, Counselor/Career Center Coordinator/CTE Transitions Coordinator, Southwestern College  
**Tasha Frankie**, Strong Workforce Faculty Liaison/Assistant Professor, CISC, SD Mesa College  
**Benjamin Gamboa**, Associate Dean, Strong Workforce, SD Miramar College  
**Sylvie Hale**, WestEd  
**Jennifer Kennedy**, Job Development/Placement Specialist, SD Continuing Education  
**Sasha Knox**, Job Placement Coordinator, SD City College  
**Stephanie Lewis**, Dean, College and Career Transition, SD Continuing Education  
**Zhenya Lindstrom**, Associate Dean, Career Education, MiraCosta College  
**Ute Maschke**, CAEP Manager, East Region Adult Education  
**Kevin McMackin**, Director of Strategic Partnerships, Regional Consortium  
**Kelly Metz-Matthews**, Work-Based Learning Coordinator  
**Tina Ngo Bartel**, Director, Center of Excellence for Labor Market Research  
**Alex Ortega, Jr.**, Job Placement Coordinator, SD Miramar College  
**Amertah Perman**, Dean, Career Education and Workforce Development, SDCCD

**Amy Pimentel**, Career Education Pathways Coordinator, MiraCosta College  
**Tina Recalde**, Dean, Health Services, SD Mesa College  
**Monica Romero**, Associate Dean, CTE, SD Mesa College  
**Nancy Saks**, Senior Dean, Allied Health and Nursing, Grossmont College  
**Luisa Schultz**, Project Coordinator, Southwestern College  
**Suzanne Sebring**, Director, Continuing Education, Palomar College  
**Mollie Smith**, Chair, Regional Consortium  
**Lance Soukhaseum**, Acting Associate Dean, Strong Workforce Programs, SD City College  
**Angela Tilley-Ruiz**, Job Placement Case Manager, Cuyamaca College  
**Victor Torres**, Associate Dean of Strong Workforce and Non-Traditional Instruction, Imperial Valley College  
**Zuri Williams**, Job Developer, SD Continuing Ed  
**Clark Wilson**, Job Placement Coordinator, SD Continuing Ed  
**Leslie Wisdom**, K-14 TAP, Regional Consortium  
**Christopher Yerkes**, Program Specialist, Regional Consortium  
**Kim Zant**, Career Pathways Manager, Regional Consortium

#### **D. Brown called the meeting to order at 11:15 am**

1. Welcome/Introductions
2. Approval of March 12, 2020 Minutes
  - Motion to approve by J. Ayala, second by L. McLemore, **unanimously approved.**
3. Program Recommendations from the Deans' Meeting
  - The following programs were submitted to deans' council but were not recommended pending further edits by the college:
    - **Palomar College**
      - [AWS Academy](#)- Certificate of Achievement
      - [Cloud Computing & Virtualization](#)- A.S. Degree
      - [Cybersecurity Pentester](#)- Certificate of Achievement
      - [Cybersecurity Analyst](#)- Certificate of Achievement
4. SWP Updates/Questions
  - State Budget/Spending Guidelines: M. Smith shared that due to a delay in the filing of tax receipts until July, the Legislature and the governor will start addressing the state budget in August. The spending deadlines for all Strong Workforce projects remains the same. She also reported that the Legislature and the Department of Finance are looking for outcomes and expect to see that local and regional funds are spent. Three years allocations are due to be spent by December 31, 2020. The hope is for all the workgroups to resume their work in April.
  - Career Pathways: K. Zant shared that the mapping project group decided to create two tools for the region. One tool will be the public facing tool for prospective students and parents and a second tool will be for community college practitioners. The practitioner's tool will be shared at an upcoming meeting.
  - K12 Strong Workforce: L. Wisdom shared that she and S. Cox have been meeting with the round two K-12 SWP awardees to finalize their budgets and workplans. She also noted that the goal to hire the K-12 Pathway Coordinators in the next few months has not changed.

- Adult Education and Noncredit: S. Sebring shared that the Adult Education and Noncredit Workgroup Leads met to discuss and create the April workgroup meeting agenda. She also said the Regional Adult Education and Noncredit workgroup will meet on April 14, 2020 before the Super Region roundtable meeting. At the workgroup meeting, they will gather input about making a student survey inclusive of Adult Education and Noncredit students.
- WBL/Job Placement: B. Gamboa shared that the WBL and Job Placement Community of Practice (CoP) met in March to begin developing work-based learning and job placement processes at the colleges. The WBL and Job Placement CoP will continue meeting after the regularly scheduled WBL/JPCM meeting and then a second time during the month for two hours. The upcoming WBL/JPCM workgroup meeting on April 15, 2020 will be focused on discussing the technology report and the new MIS data element SG-21. The goal is to provide guidance and support to colleges for implementation of SG-21.
- 21<sup>st</sup> Century Employability Skills: M. Smith shared that the goal is to develop a regional investment that will provide all students with 21<sup>st</sup> Century Employability competencies.
- Pathway Navigation: C. Estrada-Howell reported that the workgroup will be meeting on April 16, 2020 to discuss delivery of the May 1, 2020 CoP meeting. The meeting was originally an in-person event and will now be virtual. The focus of the convening will be career planning before education planning.
- Employer Engagement/Regional Directors: M. Smith shared that the Regional Directors (RDs) have been asked to access their faculty contacts and determine who has been successfully delivering lecture, laboratory and authorizing competencies in an on-line environment. The region has made a commitment to curate and publish resources for faculty to deliver on-line instruction. She also shared that the RDs will transition to the region October 1, 2020.
- Data/Research: Z. Lindstrom reported that the workgroup is working with UC San Diego (UCSD) extension as their vendor for data collection for Perkins V. UCSD has been asked to focus on special populations and groups that serve special populations. They have completed 15 interviews. A summary report will be provided to the Data/Research workgroup on April 17, 2020 and then sent out to the deans.
- Strong Workforce Faculty Institute: T. Ngo Bartel reminded the group that one of the main tools of the Faculty Institute is an online form for the faculty to fill-out. She shared the following keys to making the tool work well:
  - have strong internet connectivity
  - always use the same browser and computer so all the information is captured (the form uses cookies to save what's been typed in)
  - be aware that the information saves automatically as faculty click on the forward and backwards buttons; do *\*not\** to press the submit button at the end of the form until July 31, 2020, the form's due date

T. Ngo Bartel also shared that the Center of Excellence (CoE) team is working with Melissa Salazar of ESCALA Educational Services to create webinars around cultural proficiency training and the inquiry process. The webinars will be designed for Faculty Institute participants, but open to other faculty use as well.

- Marketing: M. Ash shared that the regional marketing project is continuing to make progress towards the goal of increasing the awareness and perception of career education in San Diego and Imperial Counties. The team has an upcoming call with the PIOs to discuss how Civilian can help with public relations efforts.
- Advancing Cities Internships: K. McMackin reported that all the employers have agreed to shift to virtual internships for the first round. He also announced that participating students will

receive an increase in hourly pay as well as more flexibility with wrap around services to include computer equipment or other items that are essential to working on-line. Z. Lindstrom shared that the SDREDC has identified Symba, an online platform that allows employers to manage internships remotely. She is excited about the possibility of modeling regional internships after this pilot. M. Smith reminded the group that these internships are only open to the colleges designated as Preferred Providers; MiraCosta and Mesa. She noted that D. Brown and Z. Lindstrom will make a future presentation on their application process to become a Preferred Provider.

- CCCAOE: T. Recalde shared that the CCCAOE summer leadership academy has been postponed. She noted that level one has been moved to August 31, 2020 - September 3, 2020 and level two has been moved to August 31, 2020 - September 2, 2020.

## 5. Roundtable

The meeting adjourned at 11:52 am

Next meeting: **Friday, 5.08.20. We will notify you of the venue of the next meeting.**