

**Community College and Workforce Development Board Meeting
July 23, 2009
Chabot-Las Positas CCD Offices
9:30 a.m. - Noon
Minutes/Notes**

1. Introductions - Judi Watkins and Group
 2. Background information presented by Kitty O'Doherty and Judi, including purpose of group and progress of prior three meetings. Purpose: build relationships between WIBs and colleges; develop vehicle for consistent collaboration/transparency; discuss "WIB needs vs. College haves"; understand ARRA. Group identified 3 major umbrellas - natural resources, information technology and health/human services, eventually deciding to focus on energy programs initially.
 3. Linda Chandler asked for budget update as pertains to community college funding. John Carrese reported that there is an anticipated 62% cut to community college EWD Initiatives in 2009-2010, with a possible 30% backfill from ARRA funding. Not sure what 2010-2011 will present. According to John, the Chancellor's Office stated that the colleges/college districts have autonomy to determine how to use certain funds. Further discussion from various college representatives regarding budget, grants, future funding was had. It was confirmed that WIBs have received ARRA funding.
 4. Kitty described "marketplace model" to group, to set stage for round robin reporting of college program "haves" and WIB "needs." (Templates were not used in favor of less structured reporting.) Colleges reported on programs in place (or soon to be in place) that support energy focus of this group. WIBS listed needs. Discussion followed:
 - * What is the client profile for WIBS? Three tiers: Basic Skills; Job Retraining; Professionals. Estimated breakdown: 50% clients require job retraining, 30-35% require basic skill training, remainder are professionals who need to redirect careers. This information can help inform discussions and program planning between WIBs and colleges.
 - * Community College challenge - "cost per participant" as required by WIBs not best way to identify cost of programs - tuition/instructors/textbook costs vary and all inform program costs.
 - * Next steps:
- I. The (larger) group (those here today) will continue to meet for long-term planning and process purposes. Meetings will also include report backs from various colleges/WIBs, and discussion regarding what is working/not working. Suggestion that group should meet every 60 days; Judi Watkins agreed to convene.
 - II. Parallel to the above, individual colleges/WIBs will meet to implement specific needs identified today (as well as others) and create contracts as follows:
 - Oakland PIC will convene meetings with Oakland community colleges;
 - Alameda County WIB/colleges will continue to meet as they already are;
 - Contra Costa County WIB and area colleges will meet once WIB transition has occurred; Linda Chandler will convene.

The purpose of these meetings is to discuss needs presented at today's meeting, complete templates, then discuss and move to implementation.

5. Parking lot issues:

- a. Automotive/transportation programs? Future need.
- b. What other revenue streams are available?
- c. \$ for labor market scans since Community College Centers of Excellence funding threatened.
- d. Develop WIB listserv?
- e. Value of/difference between non-credit/certificate of completion.