

MEETING MINUTES

Title: 5th Meeting –Workplace Learning Resource Center (WpLRC) Advisory Board
Date: July 9, 2009, 1-3 pm at CLPCCD Office, Pleasanton, CA

Chair: Judi Watkins
Recorder: Bertie Flanders
Transcriptionist: Bertie Flanders

Members Present:

Dorothy Chen, Alameda County Workforce Investment Board
Stephen Baiter, Contra Costa One-Stop Consortium
Tina Dodson, Ohlone College & Tri Cities One-Stop
Tom Clark, Dean, Chabot College: Applied Technology and Business
Julia Dozier, CLPCCD
Charlie Monahan, Interim Director, Small Business Development Center, Napa Valley
Doug Murdock, Lawrence Livermore National Lab
Janice Noble, Dean, LPC: Business, Computing and Applied Tech
Robert Sakai, Economic Development Alliance (EDA)
Ian Grant, Ghirardelli Chocolate Company

Members Absent:

Bruce Kern, Economic Development Alliance (EDA)
Jeff Baker, Las Positas College/Tri-Valley OneStop
Paul Nahm, Joint Apprenticeship Training Committee
Bruce Whistler, WpLRC Statewide Initiative Director

1. Center update

a. Activities – Mid-Year Review

- i. Assessments administered
 1. Support from Contra Costa One Stop East Bay Works and KeyTrain Pilot:
Administered assessments to 316 individuals and 948 assessments were actually administered. In comparison to last year, there were 94 assessments administered.
- ii. Training Participants
 1. To date 920 participants trained compared to 441 in FY 0708.
- iii. Technical Assistant Hours
 1. Technical assistance hours we provide to other colleges and other units (does not relate to training): 530 hours / last year 337 (still have hours out there)
- iv. Business Contacted
 1. Businesses contacted 548, compared to 69 in FY 0708.
- v. Professional Development for Faculty

1. This year we had 14 Faculty members which are actually down from last year which was 28. The decline is due to a lack of response to the statewide initiative.
2. Last year the Workplace Learning Resource Center initiative funded regional faculty attendance to the Economic and Workforce Development Annual Conference or the California Occupational Educators Spring Conference. This year we sent 2 interested Faculty members from Las Positas We did not get any response from Chabot and we also paid for 3 Adjunct Faculty which we would use in our contract education component to go to other trainings.
3. We sponsored train-the-trainer activities for several adjunct faculty members and now have some new curriculum models to offer: Next Skills Institute (Customer Service) and Generational Diversity.
4. Training-Collaborations completed with Training & Development Solutions:
 - a. We completed a Gap Analysis for Kaiser Permanente concerning training needs and interests of employees and their managers (300 employees and 25 managers). This project was done in partnership with Las Positas. Identified training opportunities were delivered by Training & Development Solutions
 - b. Computer Applications: Ghirardelli
 - c. Computer Applications: ACWIB
 - d. Under development: ESL and Effective Business Writing for the US Department of the Treasury

b. Leveraged Resources

Center is providing fiscal oversight for the following grants. Grants totaling \$1,341,105:

1. Chabot: \$619,700 (FY 08/09)- Career Technical Education Grant (State) (2)
2. Chabot-Hewlett (Hewlett Foundation): \$640,000 (FY 08/09)
3. Las Positas : \$81,405 (FY 08/09) Technical Educational Collaborate (State)

ii. Revenue Breakout: \$143,050.52

- a. Training: \$35,766.52 + \$53,289.00
- b. Fee for service: \$53,995,000- the major source of revenue for the Center has been fees collected for fiscal oversight

c. Program Outcomes- Regional Work

1. The WPLRC has been an active participant of BACCOPC (Bay Area Community College Occupational Practitioners Consortia) meetings and leadership team
2. Regional consortia embraces all 26 colleges of the bay area WPLRC only looks at 16 colleges but as a consortia the 2 regions

- are joined and involved in strategic planning, staff development and collaborative grant opportunities.
3. Coordination between 16 colleges (statewide) related to FIN Grant: Helping facilitate that fiscal process so that the faculty team can focus on the grant objectives and outcomes.
 4. Implementation of a sub-regional Career Readiness Certificate:
 - a. Our goal was to assess 250 people and give them certificates, push them through a key train skills readiness assessment and then push them on to the certificate. We only assessed 86 people and generated 74 certificates (86% success rate).
 - b. Work readiness is an important component of the federal stimulus funding language, was the basis for the decision of the Alameda WIB, Oakland PIC, Richmond WIB and Contra Costa WIB to adopt KeyTrain and WorkKeys across the Bay Area One-Stop Career Centers as an important intake, assessment and certification tool.
 5. Coordination and facilitation of regional college meetings -11 colleges and 4 WIBs related to federal stimulus funding (ARRA)

d. Update on the WorkKeys/KeyTrain Career Readiness Certificate Pilot

- i. Launching the Career Readiness Certificate
 1. Contra Costa and Alameda Counties Pilot completed with 86 participants assessed. Missed goal of 250 but launched a bigger effort.
 2. In our grant for this year 4 WIBs will be launching Key Train and WorkKeys as part of their service delivery model. Contracts are being negotiated by WpLRC so that economies scale can be optimized and the current contract can be expanded. WpLRC will serve a critical role in implementation – train- the- trainer, technical assistant and certificate generation.
 3. Lawrence Livermore Lab is currently accepting applicants for their apprenticeship and is requiring the CRC as part of the process.
 4. Generating a National Career Readiness Certificate
 5. Facilitated Discussion – looked at sectors and identified 3 sectors; Natural Resources, Information Technology and Health care.

2. Looking ahead

- a. Resource development
 - i. Anticipated challenges with STATE budget
 1. Anticipate the center may be subject to a midyear cut (32% cut contingent on a 30% backfill to colleges, otherwise 62%)
 2. Contract Training
 3. Grant fiscal management – Current grants in place 0910+
 4. Fee for Service
- b. Focus of Workplace Learning Resource Center will continue focus on basic skills
 - i. Develop training opportunities

1. Assessment – WorkKeys/KeysTrain/CASAS
 2. English Second Language (ESL)
 3. Command Spanish
 4. Computer Applications
 5. Customer Service
 6. Thrive and Survive
- ii. Resource to colleges within Region 4
1. Riverside WFIB just completed a contract with the Workplace Center in the College of the Desert for 1.5 million dollars
- iii. Expanding opportunities to connect program to CTE
1. Opportunities to help colleges to connect as well
 2. CTE
 3. Basic Skills
 4. EWD

3. Next Meeting: Thursday, January 14, 2010 from 1-3 at CLPCCD