Present: Bernadette Howard, Suzette Robinson, Mona Lee, Sharon Ota, Sandy Okazaki, Earl Nishiguchi, Carol Pang, Kathy Yamashiro

1. RFPs are traditionally used to address workforce priorities

2. The State’s priorities are:
   - Education
   - Nursing
   - Construction
   - Cruise Line Industry
   - Social Services (Drug Use, ESL, Economically Disadvantaged, Welfare Culture)
   - Diversification (other than tourism)
     a) Biotechnology
     b) Diversified Agriculture (e.g., Aquaculture)
     c) Information Technology
     d) Digital Media

3. The University’s goals (see pp. 8 – 9 of the State’s Vocational Education Multi-Year Plan, FY 2001-2004)
   - Assist high growth industries
     a) Start programs
     b) Initiate grants
   - Prepare students for high growth and high tech industries
   - Sustain/Contribute to the economic base of the community
   - Reshape communities

4. Campuses
   1. Budget cuts
   2. Sustainability/updating technology in programs
   3. Timing of RFPs
   4. Unknown amount of RFP funding

5. Other funding sources are used for State, UH, and campus goals

6. There is an assumption that each campus has a process for assessing the RFPs and that the RFPs that come to the table are representative of campus needs.

7. At a future meeting, consider the option of looking at RFPs over a 2-year funding period, and estimating the availability of $500,000 for each of the two years.
8. Last year, the criteria for RFP funding included:
   • Workforce needs – new initiatives
   • Existing programs – existing workforce needs
   • Achieving standards related (already high performing)

9. Proposals already on the list:
   • HonCC $39,862 equipment
   • System $81,000 Workforce Development Coordinator (3/4 year)
   • System $10,000 current expenses for Workforce Develop. Coord.
   • MauCC $67,718 continuing project with personnel in place

10. Other possible priority proposals:
    • LeeCC ?? Auto and Culinary certification and equipment
    • KapCC ?? Business Education
    • HawCC ?? DACUM already funded through Title III
    • SYS ?? Digital Media program
    • SYS ?? Leadership Development (needs multi-year plan)

11. Leadership funds can be used for non-trad initiatives

12. Approximately $90,000 is available in carry-over Leadership monies. (After the meeting Kathy and Carol reviewed the budgets again and determined that only $44,000 is available in carry-over leadership money). Thus far, the following requests have been made:
    Return to Industry $30,000
    Student to Student $25,000
    Ruth Stiehl $29,000*
    TOTAL $84,000

    After some discussion, the Deans approved the requests.
    Kathy explained that the Staff Development Coordinators at each campus are familiar with Ruth Stiehl’s presentation. The Staff Development Coordinators are: __________ (HawCC), Jerry Cerny (HonCC), Leigh Dooley (KapCC), Mia Ako (KauCC), Cindy Martin (LeeCC), Wini Chung (MauCC), and Sharon Fowler (WCC).

13. Kathy announced that payment for Dennis Jones of NCHEMS was paid for through the Admin allocation.

14. Kathy announced that $40,000 from Admin was reallocated to Achieving Standards to make the budget balance.

15. Reports for last year’s RFP projects was due in August.

16. OEP (budget) and recipient agreements with signatures will be due for all approved plans/proposals.
17. Plans/Proposals will be due October 25, 2004. The next meeting of the CTE Deans is scheduled for 1:00 p.m. October 27, 2004. The purpose of the meeting is to review and prioritize campus proposals.