

**Career and Technical Education (CTE) Deans Meeting
Thursday, December 15, 2005
Windward Community College**

In attendance: John Carroll (HawCC), Bernadette Howard (HonCC), Mona Lee (KapCC), Earl Nishiguchi (KauCC), Mike Tagawa (LeeCC), Suzette Robinson (MauCC), Sandy Okazaki (WinCC)

Guest: Vaughn Baker

Agenda Item	Discussion Notes	Action Items
1. Review of October 10, 2005 minutes and November 10, 2005 minutes	The October minutes were accepted without additional corrections. The November minutes were accepted with one change. In Item #5, the question mark was removed; so the minutes now read: "All of the Chancellors allow the CTE Deans to make decisions for their campus."	Carol will edit the November minutes. <i>(Done, 12/19/05)</i>
2. Announcements	a) Suzette reported that she invited Karla to attend the CTE Deans' January meeting to provide the Deans with her perspectives of the UHCC's Achieving Standards plan. b) She also reported that, at Mike Rota's request Vaughn and Cheryl will also be invited to all of the CTE Deans' meetings. They will be provided with the agendas in advance, and may choose to attend or not attend.	Carol was asked to add Karla's annual visit to the calendar. <i>(Done, 12/19/05)</i> Carol was asked to add Vaughn and Cheryl to the email list when the agendas are distributed <i>(will do after the agendas are finalized)</i> and to ask Elaine to create a listserv with the names of the CTE Deans only. <i>(Request made, 12/16/05. Listserv established 12/23/05)</i>
3. Non-trad Posters	Sandy shared samples of the non-trad posters that will be appearing in 505 O'ahu busses for 3 months in early 2006 and the posters that will be distributed to high schools. She offered the neighbor island representatives the electronic file for the posters so that they could customize them with their campus specific contact information.	

<p>4. Funding for Campus Disability Counselors and Job Placement staff</p>	<p>An informal poll indicated that only Hawai'i CC and Windward CC (ETC) still has their Disability counselors on Perkins funding, and nearly all campuses have their Job Placement/Development Coordinators on Perkins funding. There was much discussion of the appropriateness of this and how the campuses might strategize to obtain state funding for these positions, especially since the continuing need for these services is obvious.</p> <p>It was suggested that the UHCC system develop a consolidated budget request for these positions. It was further suggested that the requests be tied to Workforce Development. It was not determined who would initiate the process or the timeframe for the request.</p>	<p>This item was tabled for a later meeting</p>
<p>5. Workforce Priorities – Vaughn Baker</p>	<p>a) Vaughn provided several handouts with data from EMSI showing projected workforce needs in the various occupational areas, for both the State and the City and County of Honolulu. He explained the type of data sorts that are available to the campuses with this database and explained how this database is more complete than UI data (UI data doesn't include military and independent contractors), and more current (EMSI data is a maximum of 6 months old).</p> <p>b) Vaughn shared that First Line Supervisors is the group that is in greatest demand, and therefore he has met with some industry people to determine training needs for this area.</p> <p>c) The Deans asked about a Statewide Workforce Development Plan. They suggested that the plan address how all the "little pieces" being done at each of the campuses fit together to meet some stated goals.</p> <p>d) The question arose, with the news of Randy Francisco (LeeCC) being appointed to a position on Kaua'i, and Don Bourassa (HonCC) and Sandy Okazaki (WinCC) retiring in December/January, should O'ahu Continuous Education and Training (CET) programs be consolidated? It was reported that the O'ahu Chancellors have met to discuss the possible restructuring of the Offices of CET.</p>	<p>The CTE Deans agreed to take these ideas (on (i) a Statewide Workforce Development Plan, (ii) a consolidated Continuous Education and Training Office for O'ahu, (iii) seeking additional general funds for CTE credit programs) back to their campuses for information and comment. This group will recommend a position after comments are received.</p>

<p>6. Limiting Number of Years of Perkins funding for Achieving Standards Initiatives</p>	<p>The Deans agreed:</p> <ul style="list-style-type: none"> a) it would be appropriate to add “Year ___ of ___ “ onto the Strategy worksheets to indicate the year of funding for each strategy. b) it would be appropriate to add a statement in the Achieving Standards Guidelines and Assurance Form to remind campuses of the 4 year Perkins funding limit. (Strategies now in place have 3 years more to “institutionalize” positions and activities associated with successful strategies. They have until the end of FY 07-08; as of 08-09, the positions and strategies should be off of Perkins funding.) c) there should be a minimum of 55% change in job descriptions or strategies to “restart the clock” on the 4-year maximum funding for strategies. d) to ensure that in their campuses’ Program Reviews, they will include statements that federal-funded staff is not appropriate for certain key activities on campus (e.g., disability services and job placement/development services) e) campuses should use the option of reallocating vacant positions to address the need for institutionalizing Perkins-funded positions f) There was also discussion about a coherent move to significantly increase general funds for CTE across the system. This would be in addition to the Rapid Response initiative; it would be targeted toward building the campuses’ credit programs. It was further suggested that a new model or plan would need to be proposed; not just more positions and/or more money for equipment. 	<p>a) and b) – Carol will do. <i>(Done, 01/05/06. A draft of the 06-07 Achieving Standards Guidelines, with the changes, will be shared at the next CTE Deans meeting.)</i></p> <p>c), d) and e) CTE Deans will inform their campuses.</p>
<p>7. Review of Workforce Development and Academic Planning, Assessment, and Policy Analysis (APAPA) Office Plans</p>	<p>As noted in the Announcements section above, Vaughn and Cheryl have been invited to join our CTE Deans meetings. Consistent with the efforts to make the administration of Perkins funding in the CCs a “transparent” process, both the Workforce Development and APAPA’s plans will be reviewed and discussed in the same manner as the campuses plans are now reviewed.</p>	

<p>8. Budget Review</p>	<p>Carol reviewed the 2003-04 budget spreadsheets with the Deans. After going over the outstanding lapsing funds, there appeared to be about \$90,000 of unallocated 2005-06 Title I funds. The Deans proposed spending it on professional development and special system projects as follows (pending approval from Mike Rota): [*lead person]</p> <p>a) Transformational Reorganization for OCET and Academic Programs: Maricopa (AZ) and LaGuardia (NY) CCs</p> <table border="0"> <tr> <td>Mona Lee</td> <td>Noreen Yamane</td> <td>MCC faculty</td> <td></td> </tr> <tr> <td>Bernadette Howard</td> <td>Peggy Cha *</td> <td>LCC faculty</td> <td></td> </tr> <tr> <td>Carol Hoshiko</td> <td>Mike Rota</td> <td></td> <td>\$16,000</td> </tr> </table> <p>b) Leeward CC Program Development with Community Partner Tesoro: (Texas and Nebraska)</p> <table border="0"> <tr> <td>Mike Tagawa *</td> <td></td> <td></td> <td></td> </tr> <tr> <td>LCC faculty</td> <td></td> <td></td> <td>\$5,000</td> </tr> </table> <p>c) Environmental Technology: Texas</p> <table border="0"> <tr> <td>Suzette Robinson *</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rebecca (HawCC)</td> <td></td> <td></td> <td>\$5,000</td> </tr> </table> <p>d) Contextual Learning: CORD (TX) and Kentucky</p> <table border="0"> <tr> <td>Earl Nishiguchi *</td> <td>CTE faculty</td> <td></td> <td></td> </tr> <tr> <td>Gerri Kabei</td> <td>CTE faculty</td> <td></td> <td></td> </tr> <tr> <td>LCC Science faculty</td> <td></td> <td></td> <td>\$10,000</td> </tr> </table> <p>Sub-Total \$36,000</p> <p><i>The Deans added that with the travel money there should be “seed money” to start work on initiatives relating to what the traveling teams learned. There must be some follow-up activity or activities that are direct results of the travel. The lead persons for each group will be responsible for reporting back to the CTE Deans the project plans and preparing completion reports on the projects.</i></p>	Mona Lee	Noreen Yamane	MCC faculty		Bernadette Howard	Peggy Cha *	LCC faculty		Carol Hoshiko	Mike Rota		\$16,000	Mike Tagawa *				LCC faculty			\$5,000	Suzette Robinson *				Rebecca (HawCC)			\$5,000	Earl Nishiguchi *	CTE faculty			Gerri Kabei	CTE faculty			LCC Science faculty			\$10,000	<p>Subsequent to this meeting, at a Tech Prep Career Pathways meeting on Friday, December 16, Carol learned of some problems with the funding of the postsecondary pathway leads assigned time and activities planned for this year. In an email dated December 19, 2005, she asked the Deans if this Title I money could be used to cover the current year Title II costs that are now being questioned. Some of the Title I funds may become available again once the Title II funds are received and JVs are prepared.</p> <p>In addition, the distribution of Leeward CC and Windward CC Program Improvement funds were not reflected in the 11/30 budget... thus subtracting \$48,619 leaves \$48,688 for Tech Prep.</p>
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	<p><i>Approximately \$30,000 was put aside for project “seed” money.</i> \$30,000</p> <p>The Deans also agreed to allocate \$10,000 to the EXCEL group to coordinate training focusing on raising the non-trad recruitment (4P1) and retention (4P2) performance indicators. \$10,000</p> <p>The Deans agreed to leave some funds for emergency disability services. \$25,000</p> <p>TOTAL \$91,000</p>	
9. Indirect Costs	<p>One of the Deans asked about indirect costs; i.e., where do the Perkins indirect costs go? Carol did not know, so she will ask Mike Unebasami or Lisa Tsuhako.</p>	<p>Carol will ask Mike U. or Lisa about indirect cost \$. <i>(This issue was raised by CC budget staff at the 12/21/05 audit meeting with Karla Jones. It was noted that the DOE had been claiming overhead costs while the UH was not. So, at the last audit the State asked the OVAE what was the appropriate action... to date, OVAE has not provided a response.)</i></p>
10. Perkins Procedures	<p>Carol shared the latest draft of the policy/procedure for the Disbursement of Carl D. Perkins Act of 1998 Funds. It was decided that the document would be distributed to the campuses with a cover memo from Mike Rota, rather than as a CC policy. After the Deans review it, Carol will share it with Mike for his review and transmittal to the Chancellors.</p>	<p>Deans may comment on the procedures through Friday, December 23, 2005. After that, Carol will finalize. <i>(Done. Mike will sign the cover memo and the document will be distributed to the Chancellors in January 2006)</i></p>
11. Next Meeting	<p>Tentative Agenda items:</p> <ul style="list-style-type: none"> • Funding for Campus Disability Counselors and Job Placement staff • OCET and Workforce Development position statements 	<p>Thursday, January 19, 2005 9 a.m. – 2 p.m. Windward Community College, Hale Kuhina</p>