**Central/Mother Lode Regional Consortium**

**Steering Committee Meeting**

**August 8, 2014**

**Fresno City College, Fresno, CA**

**Present:** Shelly Conner (CRC Regional Chair), Sumeet Malhi, David Clark, Bill Henry, Kathy Sullivan, Pedro Mendez, Michael Self, Natalie Culver-Dockins, Raquel Rodriguez, Salvador Vargas, Sam Aunai, James Preston, Michelle Marquez, Carole Goldsmith (Regional EDPAC representative), Barbara Hioco (CVHEC Exec. Director), and Becky Barabe (for Karyn Dower)

1. **Welcome and Introduction of new members:** Introduced two new members of the Steering Committee, Kathy Sullivan from Columbia College and Michael Self from Bakersfield College. Also, introduced Sumeet Malhi, the new administrative aid for Central Regional Consortium.
2. **Review of March 11 meeting notes:** There were no changes to the March 11 meeting notes.
3. **CTE Enhancement Funding Discussion:**
	1. The allowable uses for CTE enhancement funding are CTE equipment, curriculum improvement, and professional development. This funding cannot directly fund **instruction**.
	2. The absolute criteria for the CTE enhancement funding are for programs that:
		1. Are for occupations and sectors that are demonstrated to be in demand in the regional labor market.
		2. Are for occupations for which the regional production of employees is insufficient to meet labor market demand.
		3. Demonstrate regional alignment of program and curricula.
	3. The priority for the CTE enhancement funding will be given to programs that meet one of the following:
		1. are in priority sectors identified by the region
		2. are in emerging sectors identified by the region
		3. are articulated with K-12 or four-year institutions

The above priority criteria are not an absolute rather they are just a guideline. A program that may not fit the criteria can still receive funding if there is proper justification for the program.

* 1. The application process for the CTE enhancement funding is an online application that was developed by CCCCO. A fiscal agent will set timelines for submittal of on-line applications and then will review local share applications to assure they are complete, that the proposed budget includes allowable costs, that budget calculations are correct, that the expenditures are correctly classified, and that the programs conform to the aforementioned absolute and priority criteria (Regional Chair certification). The funding will be distributed via two ways: Local share (60%) and Regional Share (40%).
		1. Local Share: 60% of the funding will be distributed via a pre-determined formula. It was discussed that the formula consisted of last year’s P2, the number of colleges and one other unknown factor.
		2. Regional Share: 40% of the funding will be distributed via regional location. It was to a consensus that the Central / Mother Lode region work together in sharing the funds rather than compete for them.
	2. SCCCD was nominated to be the fiscal agent for this funding by Louann Waldner and seconded by Salvador Vargas and confirmed by all present.
	3. The committee decided to meet again in late August to create a set of criteria for how the funding (the 40%) should be used. Areas to be discussed are:
		1. What is demand?
		2. What is over demand and under supply?
		3. What is regional collaboration?
		4. Does this program need funding?
		5. Is there enough justification to fund this program?
	4. The Region will host a meeting for all interested parties in late September so that all colleges are informed of criteria and processes to apply for the funding.
	5. Shelly will work with Carole Goldsmith and Barbara Hioco to develop and implement a communication plan to inform CEOs.
1. **CRC Program Approval Process:** The CRC program approval process must meet 21 steps which can be found on pages 75-91 of the Program and Course Approval handbook located at: http://crconsortium.com/program-and-course-approval/. A minimum vote was discussed to approve a program (out of 12 votes). A monthly check-in via phone call was discussed so that the steering committee can stay informed with each other.
2. **Regional Data Collection:**
	1. Contract and community education needs to be in Launchboard. Training for Launchboard will be available in the fall.
	2. K12 schools need to be registered with CalPass Plus.
	3. Michelle Marquez recommended bringing in Ken Storey to offer the DSNs insight on accountability measures.
	4. Need to organize which K12 districts are involved in CalPass Plus and which are not involved. Each county office of education has this information.
3. **CRC “key talent” campus visits:** Shelley will be the point of contact for the DSNs in order to begin conversations to schedule campus visits with key faculty and staff at the respective campus.
4. **Schedule for 2014-2015:** The following dates were reviewed for future meetings:
	1. October 21, 2014 – Hyatt Regency, Los Angeles at 4-8pm.
	2. December, 2014 – The suggested location for this meeting was Merced College from 10-2pm.
	3. February, 2015 (regional planning) – It was discussed that the first two weeks of February would not work for a meeting and the meeting should be planned for the end of February. Location is still TBD.
	4. March 24, 015 – Holiday Inn Golden Gate, San Francisco
	5. June, 2015 – Monterey or TBD
5. **Old Business:** There was no old business addressed.

Meeting was adjourned at 2:12 p.m.