



## WORKFORCE TRAINING COORDINATING COMMITTEE MEETING

Charge: The Workforce Training Coordinating Committee (WTCC) for East San Diego County serves in an advisory capacity to the Student & Institutional Success Council on matters regarding districtwide workforce training needs. The WTCC seeks to identify, support, and promote programs, policies and new training and educational initiatives designed to ensure an educated, well-trained, and highly-skilled workforce that meets the diverse needs of east San Diego County.

### NOTES

April 15, 2021, 3:00 PM – 4:30 PM

Zoom: <https://cccconfer.zoom.us/j/98205322311>

VC Student & Institutional Success	Vacant	<input type="checkbox"/>	Career Education Program Coordinator-CC	George Dowden	<input checked="" type="checkbox"/>
Executive Director, Foundation	Sally Cox	<input checked="" type="checkbox"/>	Career Center Supervisor - GC	Renee Nasori	<input checked="" type="checkbox"/>
Dean, CTE/Workforce Development-GC	Javier Ayala	<input checked="" type="checkbox"/>	Job Placement Case Management Specialist-CC	Angela Tilley-Ruiz	<input checked="" type="checkbox"/>
Dean, CTE-CC	Larry McLemore	<input checked="" type="checkbox"/>	Academic Senate Representative-GC	Sosha Thomas	<input checked="" type="checkbox"/>
Senior Dean, Allied Health and Nursing-GC	Nancy Saks	<input checked="" type="checkbox"/>	Academic Senate Representative-CC	Pat Newman	<input type="checkbox"/>
Director, Community & Workforce Partnerships	Cynthia Nagura	<input checked="" type="checkbox"/>	CTE Program Coordinator-GC	Erika Arangure	<input type="checkbox"/>
California Adult Education Program Manager	Ute Maschke	<input checked="" type="checkbox"/>	Recorder	Myra Lomahan	<input checked="" type="checkbox"/>

Agenda Discussion Items	Notes / Action Steps
<p><b>A. Recap of our Plan to Refresh (Cynthia) &amp; Agenda Review (Javier)</b></p>	<p>Cynthia welcomed the team and introductions were made. She said the minutes from last meeting reflect the recap of the plan to refresh. We continue to re-envision this committee.</p> <ul style="list-style-type: none"> <li>-Determine how we want to collectively position ourselves as a Committee</li> <li>-Use data to inform us in identifying and addressing gaps;</li> <li>-Reach people we may not have not reached yet;</li> <li>-Be the voice of advocacy to our district;</li> <li>-Set long term goals and an infrastructure &amp; action plan to get us there.</li> </ul> <p>Javier reviewed today's agenda and noted our collective vision for our community and its students to enter their career and get people to get back to work.</p>
<p><b>B. Employer Survey (Larry, Javier)</b></p>	<p>Javier and Larry suggest we do an employer survey to our community and contract Hoovers, which Strong Workforce used to administer their surveys.</p> <ul style="list-style-type: none"> <li>• We are meeting with advisory boards, employers, career centers, and faculty provide contacts, but we need to scale this larger and figure out employee needs.</li> <li>• The Resilient Jobs survey is based on regional labor market data – top jobs, what is in recession and what is thriving in the pandemic – however, it does not survey employers based on their wants and needs.</li> <li>• We would collect data from our employer contacts. It would be action-based and this data and information from the survey would be used to come up with a strategic plan, to include action plans, to make the work more meaningful.               <ul style="list-style-type: none"> <li>○ Employers need to tell their stories so we can respond accordingly.</li> <li>○ Position ourselves as wanting to help the employers – How can we help and serve you better? Make it service-oriented. (Larry)</li> <li>○ Ask for a call to action so they can state how they'd like to be involved. (George)</li> <li>○ Localize it, show we are looking at the East County. That we want to strengthen our region (Ute)</li> </ul> </li> </ul>

Survey discussions included, some items listed here:

- Identify topic areas to ask employers in a survey
  - Creation of new programs or programs needs for training
  - Internship/work-based learning opportunities
  - Advisory board
  - Service centered and call to action questions
- What do we want to know from employers? Brainstorm questions:
  - Are you hiring?
  - What skills are needed?
  - What are the gaps?  
What can we (education) offer? What can we do to make it attractive for you to hire students?
  - What job vacancies do you have?
  - Do you offer work-based learning opportunities?
  - Would you be interested to participate in an advisory board and/or focus group with GCCCD?
  - How has your business changed over the last year since the pandemic?
- How fund? Strong Workforce funds.
- Timeframe

WTCC Survey Taskforce include Sosha Thomas (GC), Nancy Saks (GC), and Angela Tilley (CC)

- Survey questions will be service-oriented with overarching topics as mentioned above
- Survey will allow for a maximum of 15 questions.
- The workforce will develop the survey questions with suggested topics
- Ute recommended we align the survey with what the Strong Workforce Consortium has already used.
- Identify key topics, then branch off questions related to those topics: (1) Creation of Programs (2) Hiring (3) Work-based Learning/Internships (4) Advisory Boards
- Javier said we can leverage the Strong Workforce data.
- **Action: Sally will coordinate with Tina Ngo Bartel and collect past survey data to share with the Task Force.**
- Sally also recommended to contact Hoovers for feedback.
- **Action: Taskforce to meet and recommend survey questions end of next month to share with Sally, Larry, and Javier.**

### C. Strategic Planning

Sally propose we develop a strategic plan, if we achieve a plan, we would consider the following factors:

- What does a good plan look like?
- What steps are needed to complete it?
- How would we know if are successful?
- SWOT
- What do we want to develop and what characteristics should we include?
- How can we involve our partners?

Sally did a presentation to the Foundation Board regarding Strong Workforce to share their goals and what they are doing.

Integration of survey results – target areas identified

- Based on the survey results, we can have action-based plans.
- We need to assess how workforce internally is being done and meeting the external needs and what to do with it.

Next Steps: Look at gaps. Look at other models. Create a framework. How can we package existing programs?

	<p>Regional data</p> <ul style="list-style-type: none"> <li>• Are we looking at programs that we don't have, i.e. construction management program in the region?</li> <li>• What are we doing and missing?</li> <li>• Some programs can be a collaboration with GUHSD and workforce partnerships.</li> </ul> <p>Sally provided existing models which were included on the agenda and noted below:</p> <ul style="list-style-type: none"> <li>• Diablo Valley jumped up right away:  <a href="https://www.dvc.edu/about/governance/college-plans/pdfs/WEDMasterPlan-2015-2020.pdf">https://www.dvc.edu/about/governance/college-plans/pdfs/WEDMasterPlan-2015-2020.pdf</a>  <a href="https://www.dvc.edu/about/governance/college-plans/pdfs/Workforce-master-plan.pdf">https://www.dvc.edu/about/governance/college-plans/pdfs/Workforce-master-plan.pdf</a></li> <li>• Saddleback Workforce Plan  <a href="https://www.saddleback.edu/uploads/ewd/sc_ewd_plan_approved.pdf">https://www.saddleback.edu/uploads/ewd/sc_ewd_plan_approved.pdf</a></li> <li>• Brookings Institute  <a href="https://www.brookings.edu/research/preparing-americas-labor-force-workforce-development-programs-in-public-community-colleges/">https://www.brookings.edu/research/preparing-americas-labor-force-workforce-development-programs-in-public-community-colleges/</a></li> <li>• CA Workforce Development Plan  <a href="https://cwdb.ca.gov/wp-content/uploads/sites/43/2020/09/Strategic-Planning-Elements.Final_ACCESSIBLE.pdf">https://cwdb.ca.gov/wp-content/uploads/sites/43/2020/09/Strategic-Planning-Elements.Final_ACCESSIBLE.pdf</a></li> </ul> <p>Javier suggests we include leadership to advise what we should do and also analyze the survey results to determine what we should do.</p> <p>Larry says our plan needs to serve our service area and its leaders.</p> <p><b>Next Steps - Action: Javier and Sally recommend to review the above models and pull out any elements we should use for our strategic plan. We need to look at plans we are currently connected to and who are the stakeholders.</b></p>
<p><b>D. Report out</b> (optional)</p>	<p>Sally shared Futuro health <a href="#">website</a> which consists of a team from CCCO and Strong Workforce.</p> <p>Javier shared that Grossmont College started <a href="#">Career Coach</a> located on the Grossmont College website when students apply to the college. The tool allows students to explore careers. The Career Center and counselors are using this with our students.</p>
<p><b>E. Meeting Dates</b></p>	<p><b>Future meeting dates: Thursdays, 3:00-4:30pm</b></p> <ul style="list-style-type: none"> <li>• September 23, 2021</li> <li>• December 9, 2021</li> <li>• Next Meeting: SET DATES FOR 2022</li> </ul>