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# **CAREER TECHNICAL EDUCATION COMMITTEE MINUTES**

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**Coast Community College District  
Special Meeting of the Career Technical Education Committee**

**Date: September 10, 2009 10:00 a.m.**

**Board of Trustees Office Conference Room  
1370 Adams Avenue, Costa Mesa, CA 92626**

## **Procedural Matters**

**1. Call to Order**

Chair Howald called the meeting to order at 10:00 a.m.

**2. Roll Call**

In Attendance: Chair Walt Howald, Board President and Vice Chair Jim Moreno, Interim Chancellor Dr. Ding-Jo Currie, Interim Associate Vice Chancellor John Brieihan, Orange Coast College Vice President of Instruction Melinda Nish, Coastline Community College Dean Joumana McGowan, Orange Coast College CTE Director Corine Doughty, Orange Coast College Dean Ed Fratantaro, Coastline Community College Acting President Vangie Meneses, Golden West College Dean Omid Pourzanjani, Coastline Community College Vice President of Instruction Cheryl Babler, Coastline Community College Director Grant Development Tom Snyder, Marketing and Public Relations Martha Parham, Townsend Public Affairs Consultant Sean Fitzgerald, and Secretary of the Board of Trustees Christian Teeter.

**3. Public Comment**

There were no requests from the Public to address the committee.

**4. Approval of Minutes: Meeting of August 13, 2009**

The Committee reviewed the minutes of August 13, 2009. It was moved by Mr. Moreno and seconded by Mr. Howald to approve the minutes. The Committee approved the minutes for the meeting of August 13, 2009.

**5. State Allied Health Grant Project Proposal**

Dr. Meneses noted that Coastline has led discussions with Orange Coast and Golden West. She noted that Mr. Snyder had been speaking to the State Chancellor's Office. Mr. Howald indicated that he and Mr. Snyder had been contacted by Mr. Jose Millan of

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the State Chancellor's Office to discuss this grant possibility. Mr. Snyder noted that the Department of Labor has one RFP issued and that the State was going to submit six separate proposals to the Department of Labor at \$5 million each. He indicated that the allied health proposal was being submitted through the State Chancellor's Office and the health information technology proposal would be submitted to the California Department of Health and Human Services. Mr. Snyder noted the challenges of what is to be expected to be produced, and that an element of confusion had prevailed on the various grant opportunities.

Mr. Snyder discussed the state proposal and the colleges' collaboration to assist the state in preparing a proposal. He also noted that the College of the Siskiyous would be involved, as it relates to health academies. He provided a brief abstract that has been submitted to Mr. Millan for review. Mr. Snyder noted that the legislative leadership and the Governor's office would be reviewing the proposals before submission. Mr. Snyder noted that the District would be asking for a percentage of the \$5 million to be requested, but that the final total had not been confirmed.

Mr. Moreno asked about the state requirements for the legislative and government review and if there was any language on allowance to supplant state funds. Mr. Snyder confirmed that these funds would be in addition to what was provided, and that the funds were Federal, and restricted. Mr. Howald confirmed with Mr. Snyder that the dollars were Federal, but were a pass through from the State Chancellor's office. Mr. Snyder noted that the District is directly involved in two out of six of these funding proposals sponsored by the Department of Labor. Mr. Bryan noted that Golden West College would be considering some of the other proposals. Mr. Snyder confirmed that the District was staying up to date with developments with Mr. Millan's office. Mr. Snyder also noted that the proposal had an online component, and that the District would be involved in it.

Committee members and staff discussed the issue of having the District serve as the fiscal agent for these matters.

Dr. Currie commented that both grants require the District to focus and leverage the strength of each college, and noted that this would be a great opportunity. She noted that there are major competitors, but that the process itself would help the three colleges review how to put the system together. She noted that the District would put its best foot forward to compete for the funds. Much of the guidelines and the timing, require the District to stay on top of the information flow and be able to act quickly. On behalf of the colleges, she noted it was a real challenge and a real stretch, with a very constrained budget.

Mr. Howald affirmed the Board's support for Career Technical Education and encouraged staff to collaborate with one another in various initiatives. Mr. Howald invited Mr. Snyder to bring a follow-up report to the October 14, 2009 committee meeting.

Mr. Moreno expressed support for the work products that were being produced in the District, commenting that the Committee had come a long way since the first task force on career and technical education began in 2007.

## **6. Federal Appropriation Proposals**

Dr. Currie noted that staff had been looking at various projects, projecting a year in advance. She noted that some projects are ready and just waiting for an opportunity and grant source. She noted that a list of projects has been produced. A process was provided to the Committee for various appropriations and submittals by Director of Public Affairs Martha Parham. A concept form for project proposals was also shared with the committee members.

Mr. Howald thanked Dr. Currie for providing a relatively organized and directed process. He noted that Trustees were able to provide assistance to staff and supporting relationships with other elected officials in the pursuit of grants.

Mr. Moreno noted that teaming up with Townsend Public Affairs in order to bring together expertise has been beneficial. Mr. Moreno stated that there are various roadmaps that the District has to work with, and more and more we are learning that we are not receiving funding through normal channels, and expressed his thanks. Mr. Howald commented on faculty and staff and their status as a good resource. He noted that the District now has to go out and get the money – a check will no longer be issued from the State to cover all expenses. Dr. Currie noted that looking at outside funding is a must, and with more coordination among the three colleges, the District stands a better chance in going after State, Federal or foundation dollars. She noted that she would work closely with Townsend Public Affairs to search for additional opportunities. Mr. Fitzgerald commented on the new process and indicated it was well organized. One of the roles that would be played is to pinpoint things that they need, weighing on a grant, etc. In terms of review of proposals, Mr. Fitzgerald noted that the firm would look at the grant from a political standpoint, and provide advice on obvious things to look, providing the political analysis, and in addition, subtle issues. Mr. Fitzgerald noted that on November 8-10 there is an AACC meeting in Washington DC, coming at a time of where proposals would be.

Mr. Moreno requested specific information about class reductions and wait lists, pertaining to Career Technical Education programs at the three colleges. Mr. Howald requested a report on this topic at the October 14 meeting.

Mr. Pourzanjani commented on the longevity of programs and that the classes with weak enrollment are capstone courses. He noted that intro classes are very full and that faculty has been adding anyone who wants to add a CTE course.

Dr. McGowan noted that the Coastline class size is 45, but instructors have added up to 54.

Ms. Nish reported that there are hundreds of waitlists at Orange Coast College. Students complete a request to add form, and this is a good piece of data to show the areas of impact. One of the largest areas of impact is in biology. Ms. Nish noted that the longest wait lists are in two year allied health programs such as respiratory care. She noted that in the technology division there has been a significant increase in enrollments. There are some programs where students can find a seat, but the area is becoming impacted. In architecture, there is a waitlist of over a year. The college is looking at how to stretch

resources, and noted that the college as a whole will have over a 100% seat count for the third semester in a row. Ms. Nish commended the faculty for supporting the students in this situation. Mr. Howald indicated that the committee would like to hear new and creative suggestions – to be able to respond to inquiries from the public.

Mr. Frattantaro reported that wait lists were substantial at Orange Coast College, and that students petitioning a class could not go to another class because there were no other opportunities. He noted that facilities issues were also a concern and in some cases, seats were literally being stolen by students to take into other classes. He noted that there are a substantial number of people looking for CPA licenses and that this is a real growth area. The students need a degree and are looking for the classes they need to take in order to obtain their CPA license.

**7. Set Future Meeting Dates**

The Committee set the next meeting at October 14, 2009 at 10:00 a.m. The meeting was later re-scheduled to October 20, 2009 at 2:00 p.m.

**8. Adjourn**

There being no further business, it was moved by Mr. Moreno and seconded by Mr. Howald that the meeting be adjourned. Chair Howald adjourned the meeting at 11:10 a.m.

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Secretary of the Board of Trustees