

**Economic Development Coordinating Committee (EDCC)
Economic Development & Corporate Training Division (EDCT)
Meeting Minutes**

May 15, 2014, 3:00 p.m. – 4:30 p.m.
Applied Technology Training Center's Conference Room

The Economic Development Coordinating Committee met in a regular meeting at 114 S. Del Rosa Drive, San Bernardino, California at 3:00 PM on May 15, 2014.

The meeting was called to order and the following were present:

Matthew Isaac, Chair; Bruce Baron, Albert Maniaol, Robert Levesque, Barbara A. Nichols, and Deanna Trussell.

The following members were absent: Dr. Cheryl Marshall, Denise Allen-Hoyt, and Jeremiah Gilbert

Welcome and Introductions: Dr. Matthew Isaac called the meeting to order, welcomed everyone and thanked the members for attending the meeting.

Review and Approval of the Minutes from November 21, 2013 meeting: Minutes were reviewed and approved.

Executive Director Report: Dr. Matthew Isaac, Chair: Dr. Isaac introduced the new board member Deanna Trussell, Assistant Workforce Grant Assistant. Ms. Trussell was nominated by the Economic Development & Corporate Training (EDCT) staff to replace Albert Maniaol, due to his recent promotion as Dean of Applied Technology, Transportation & Culinary Arts Division at Valley College.

Dr. Isaac provided the committee with an update on EDCT personnel and the revised organizational chart. Yecenia Cortez, who previously filled as a Substitute Administrative Secretary, is now substituting as an Administrative Assistant I. Robert Levesque has been promoted from Manager of Workforce Development to Director of Workforce Development. Alan Braggins has been assigned as Manager of DSN/ICT Media & Logistics Technology. Megan Crail, Interim Assistant Director of Applied Technologies Training, has resigned from her Interim assignment. Ms. Crail's last day with EDCT is scheduled for June 30, 2014. The Administrative Assistant I position has been advertised, qualified applicants have been tested, and the screening process is well underway. Albert Maniaol's previously held position of Director of Applied Technology Training Center (ATTC) and ICT/Digital Media has not been filled. Position may be abolished by the end of fiscal year 2013/2014 due to lack of funding.

The Economic Development and Corporate Training (EDCT) Foundation was approved by the SBCCD Board of Trustees on August 8, 2013. The Articles of incorporation have been submitted to the Secretary of the State. The Foundations Bylaws were approved by the SBCCD Board of Trustees on May 8, 2013. The first official EDCT Foundation Board meeting has been scheduled for August 20, 2013 at 1:00 p.m.

Dr. Isaac met with the City of Rialto Mayor, Deborah Robertson to discuss the development of a Technology Center in the City of Rialto in partnership with EDCT. Since the meeting, Deborah Hagar and Greg Lance provided on-going support for this special project. The concept is to create an advanced

learning center in the city, offering Nanotechnology training, wastewater treatment courses, as well as create personalized learning with a focus on STEAM disciplines. The funds for the operation will be grant based. Three grants the associated group is currently focusing on, but not limited to, are the Dislocated Workers grant, National Science Foundation, and H1B United States Department of Labor.

The grant application processes is becoming financially challenging. Grant writers charge up to \$40,000.00 to develop the content. MHM & Associates charge up to 14% of the total grant for management and evaluation. Prospective partner's such as UCR charge an overhead cost of 52% for administration.

Dr. Isaac reported EDCT in Partnership with Arrowhead Christian Academy will be providing summer school classes. Open enrollment has begun, 60 students have already signed up and the classes have generated \$11,000.00 in income.

With the permission from the committee, Dr. Isaac moved the Agenda Item titled "Committee Self-Evaluation Survey" as the last item on the agenda.

ICT/Digital Media Deputy Sector Navigator (DSN), Alan Braggins: Mr. Braggins was unable to present at the meeting due to a prior engagement he had. Nonetheless he had provided the board with the May 2014 Deputy Sector Navigator update report. This report presented his current projects, status of the project, and prospective outcomes. Dr. Isaac reported on behalf of Mr. Braggins and stated that Crafton Hills College and Valley College were each awarded \$5,000.00 for their mini-grant applications.

Community Services Classes for City of Yucaipa, Wendy Zinn: Ms. Zinn was unable to present at the meeting due to conflicting schedules. Dr. Isaac reported on her behalf. EDCT will partner with the City of Yucaipa to offer community services classes. The classes will be advertised in the City of Yucaipa Community Service Catalog. The draft catalog has been revised and corrections have been made accordingly.

The Chancellor asked where the classes were going to take place. Dr. Isaac responded that the classes were being advertised and would be held in the City of Yucaipa's community services rooms. However, the SeaPerch program activities would be held at the Crafton Hills College swimming pool.

IDRC and Youth Manufacturing Grant Projects, Robert Levesque: Mr. Levesque wanted to also add the Internship program to the agenda item. This is the second year of the California Steel Industries (CSI) Internship Program. The students who are selected will be attending school three days a week and two days a week they will be on the job site. California Steel Industries and other participating companies will be paying their salaries. The selected students have a 40 hour week schedule earning an hourly salary rate of \$22 per hour.

Mr. Levesque reported the San Bernardino County of Supervisors Workforce Investment Board selected the Professional Development Center (PDC) to partner for the Youth Manufacturing Grant. PDC will deliver a customized 200 hour program in mechanical craft applications that includes NCCER certifications. Although this is a 200 hour program, Albert Maniaol has aligned the program with "for

credit” courses ranging from 2-3 units that can be challenged and possibly awarded at the end of the program.

Students selected for the internships are defined as high risk youth, ages ranging from 18-24 with various identifications with the probation department and other agencies in the community.

Employment Training Panel (ETP) Project Update, Deanna Trussell and Robert Levesque: Mr. Levesque received verbal approval of 1.1 to 1.2 million dollar award. Assuming all documentation is submitted on time and accepted the grant will be awarded. Ms. Trussell and Ms. Bradley are preparing the anticipated goal packet that will specify at least 80% of the curriculum for the projected year. The report will include the amount of hours needed by each employer and but not limited to hours per topic. For instance, Mr. Levesque reported that there may be a need of 40 students for lean applications. Therefore, we then need to identify the instructional hours required. Mr. Levesque also stated they did well in their exiting agreement receiving a 96% performance rate from ETP.

Committee Self-Evaluation Survey: Dr. Isaac requested the members of the EWDC to please complete the surveys and submit them to Yecenia Cortez.

Future Agenda Items: None.

Other Business: None.

Adjournment: Robert Levesque moved to adjourn the meeting, which was seconded by Deanna Trussell. Meeting was adjourned at 4:30p.m.

Respectfully submitted,

Yecenia Cortez, Interim Administrative Assistant I