



Economic and Workforce Development Coordinating Committee (EWDCC)
Economic Development and Corporate Training Division (EDCT)
Meeting Minutes

May 28, 2015, 3:00 – 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 28, 2015.

The meeting was called to order and the following were present: Dr. Matthew Isaac, Deanna Krehbiel, Robert Levesque, Albert Maniaol, Dr. Cheryl Marshall, and Barbara Nichols, and guest Yecenia Ross.

The following members were absent: Denise Allen-Hoyt, Bruce Baron, and Jeremiah Gilbert.

Welcome and introductions: Dr. Isaac called the meeting to order, welcomed and thanked everyone for attending the meeting. He introduced guest Yecenia Ross, Interim Assistant Manager of Workforce Development who will speak on behalf of the California Manufacturing Technology Consulting (CMTC) project.

Review and Approval of the Minutes from the January 22, 2015 meeting: Dr. Isaac entertained a motion to approve the minutes as presented from the January 22, 2015 meeting. Barbara requested a motion to approve the minutes as presented and Robert seconded the motion. The group voted as follows:

AYES: Isaac, Krehbiel, Levesque, Maniaol, Marshall, Nichols.

NOES: None

ABSTENTIONS: None

Motion Carried.

Associate Vice Chancellor Report, Dr. Matthew Isaac (Chair): Dr. Isaac handed out reviewed the latest organizational chart reflecting personnel changes within the department. Deanna Krehbiel and Roanne Holliman both went through the process and have been board approved in their new positions. Deanna was promoted from Assistant Manager, Workforce Development to Manager, Workforce Development and Roanne Holliman from her interim position as Assistant Manager to the permanent position of Assistant Manager, Workforce Development. Christina Bradley, RTF Grant Administrator, resigned and Stacy Sysawang was reclassified from her position as a Clerk II to Secretary II.

Dr. Isaac handed out and reviewed the *2014 Highpoints of Economic Development and Corporate Training* annual report (attached) summarizing information on grant awards, contracts, new programs, the establishment of the EDCT Foundation, and highlights summarizing summits and conferences hosted by the EDCT. He elaborated that \$38,000 of EDCT reserve funds accumulated over the years was used to fund and manage the Entrepreneurship Program this fiscal year. Two mini grants were offered to

students who participated in a business plan development competition, awarding 1st place with a 3K mini grant and 2nd place with a 2K mini grant from the EDCT division. Both winners have begun the process of starting their own businesses. The goal is to offer more mini grants such as these (as seed funds for participating students to start their business) in the future. Dr. Isaac is currently in the process of working with Richard Galope to obtain grants which will fund the program next year.

He also informed the group that he has been working with the City of Rialto Mayor Robertson and Economic Development Director, Greg Lance to create a learning center in the City of Rialto with SBCCD EDCT as a lead partner in this project; SBVC has been brought into conversations as well. The goal is to offer noncredit and credit courses.

New Grants and Contracts Received, Robert Levesque: Robert Levesque announced some personnel changes within his department. Cristina Bradley is planning to relocate to Northern CA with her husband; Yecenia Ross and Roanne Holliman were hired as Interim Assistant Managers for Workforce Development. Both come with experience and a background in Workforce and Economic Development.

A \$1.25 million grant was received from the Department of Labor and meetings are underway to develop the coordination and role of the grant. This is the 4th effort to obtain the TAA grant. Chaffey College was the lead on this application process and received a \$15 million grant. There were 8 participating Colleges who supported the application effort of Chaffey College, including SBCCD.

EDCT entered into a \$53,000 contract with the Metropolitan Water District to train their existing staff members in an apprenticeship program was received. Courses in maintenance craft are held at SBVC and are co-taught by the MWD's trainer using their curriculum.

A \$100,000 contract with the CA Manufacturing Technology Center was received. Yecenia has worked to get that project coordinated. CMTC received a Department of Labor grant to assist institutions and Workforce Development Practitioners in the area to better serve manufacturing companies with customized non-credit course as well as consulting services. We get paid from them an override for the things we already do. We will over the years get a 15% override.

A \$375,000 ETP grant was received last year from the Employment Training Panel for a period of one year. There will be an opportunity to go back this year to get an extension and receive another 350K or develop a new contract. In addition, Workforce Development has been working with a few other companies such as Louis Vuitton, Unified, Coca Cola, and Hangar 24 Brewery to train their incumbent workers.

Economic Development and Corporate Training Foundation, Dr. Matthew Isaac (Chair): Dr. Isaac updated the group on the establishment of the EDCT Foundation. The Foundation along with its bylaws has been formally approved by the SBCCD Board of Trustees. The paperwork has been filed with and approved by the Secretary of the State of CA and the Federal Government. Upon the approval the EDCT Foundation has received its own EIN (employer identification number). All the documents including the bylaws and master agreement have been sent to the State Chancellor's Office for informational purposes. The final document is the tax exempt application for the Department of Treasury for a tax exempt status which is in process. This foundation is an auxiliary organization under the governing structure of the SBCCD Board of Trustee which means the foundation has to comply with all the board policies and administrative regulations and procedures of the District. The mission of the foundation is to develop resources and seek philanthropic support. This is a 501(c) 3 non-profit organization and will

require us to file taxes every year, complete an annual audit report, and present a report to the Board of Trustees. At the last meeting the Board of Directors requested Dr. Isaac to seek approval for funding from the SBCCD Board of Trustees. He has since requested funding for the EDCT Foundation from the SBCCD Board of Trustees in the amount of \$60,000 for fiscal year 14-15 and \$200,000 for the 15-16 fiscal year. Planning is in process to develop a website for the Foundation, hire a director for Resource Development and Grants who will oversee the Foundation, develop grants and go after capitol campaigns. The goal is to get seed funds from the district to start the Foundation and for the Foundation to become self-supporting over the years.

Committee Self-Evaluation Survey Results: Dr. Isaac handed out and reviewed the EWDC 2013-14 Committee Self-Evaluation survey results with the group. Dr. Isaac will keep record of the survey results for accreditation purposes on file in his office.

Future Agenda Items: Dr. Isaac requested the group send him agenda items for the February 26th meeting so they may be included on the agenda.

Other Business: None

Adjournment: Dr. Isaac entertained a motion to adjourn the meeting, Robert Levesque motioned, Deanne Krehbiel second the motion and the group voted as follows:

AYES: Isaac, Maniaol, Levesque, Marshall, Nichols, Krehbiel,

NOES: None

ABSTENTIONS: None

Motion carried and the meeting adjourned at 4.26 p.m.

Respectfully submitted,

Stacy M. Garcia, Administrative Assistant I