



**Workforce Development Committee**  
**Monday, November 6, 1:00 to 3:00 PM**  
**County Office of Education, Student Services Conference Room**

**Members Present:** Laura Segura Gallardo (First 5 Steps to Success), Linda Kishlansky (COE Special Education), Diane Oyler (CDRC), and Nancy K Brown (Consultant).

**Minutes**

**I. Welcome and Introductions**

Vice-chair Laura Gallardo called the meeting to order at 1:10. All present introduced themselves.

**II. Finalize Committee Goals as drafted at the CCPC retreat.**

Tabled to next meeting.

**III. Debrief of Oct 6 Advisors Collaborative Meeting**

◦ **Evaluate logistics and outcomes of meeting**

Convenient, pleasant set up.

Next time, make sure to pair people up with others that they don't work with.

Food was fantastic.

Who else should have come: Bethany, Head Start, Migrant Head Start, Career Works

◦ **Review suggestions for Professional Development Plan**

- Not all details for colleges attended needed
- Goals: too limited space, one place not two (i.e. no need to restate goal)
- Create a courses completed/needed sheet
- Create checklists based on client's goal.
- Allow more places for notes
- Provide more space overall
- Include place for student's email
- Create a separate document/ packet for people who want a B.A. – different colored sheets
- Put the "I've taken...& I need..." section on same page.
- Include Child Development permit options
- Include place to list agency that evaluates foreign transcripts.
- See documents for details on what to eliminate/add/change. Cut everything in blue.

◦ **Discuss production, public launch and dissemination for Professional Development Services Matrix.**

- Target certain Cabrillo Classes: ECE 150, ECE 54, ECE 53, ECE 157 ABC
- Present in every Cabrillo class.
- Present at Cabrillo orientation.
- Disseminate via CDRC mailing and workshops.
- Create a kit/ binder.

- Disseminate via CDD Consortium.
- Disseminate via CCAN/Center Directors.
- Need infusion of resources to make this happen.
- Packard Funding? First 5 funding? CDRC funding?
- Importance of framing/marketing the topic: “Don’t be left out on the cold”, “Get on board!”
- Offer incentives.
- Hold training day before conference to publicly launch?
- Plan an end of day activity at May CCAEYC conference to launch.
- Bring Marcy Whitebook to speak at event.
- Publicize advent of 24 unit core, invite Cabrillo.
- Invite Directors, professional growth advisors, ECE faculty, College advisors to training day.

**IV. Begin planning third meeting of workforce advisors collaborative to include 4-year institutions: Bethany, UCSC, San Jose State, Pacific Oaks, CSUMB and National Hispanic University.**

- Message: Trying to standardize the professional development advising systems, process and want their buy-in and input on what would be useful to advisors, faculty and students to be included on the form.
- Possibly to hold on: January 19<sup>th</sup>, 2006.
- Meet individually with those that don’t come- possibly committee members to meet with them.
- Think about creating the brochure for attaining a Bachelor’s Degree. Start by saying we want to market your programs to include in a kit we’re developing.
- Think about other supports for the workforce beyond the kit. Nancy to collect some interesting stories about what’s being offered in other counties.

**V. Set next meeting agenda**

Path to Inclusion presentation - Linda Kishlansky

**Next meeting:** Monday, December 4, 1:30 – 3:00 PM, Ed Services Conference Room, COE