



The Santa Cruz County Child Care Planning Council
El Consejo de Planificación de Cuidado Infantil del Condado de Santa Cruz
www.childcareplanning.org

Workforce Development Committee
Thursday, September 7, 3:00-5:00 PM
County Office of Education, Student Services Conference Room

Members Present: Julie Olsen Edwards (Cabrillo College Faculty) and Nancy K Brown (Consultant)

Minutes

I. Welcome and Introductions

Introductions not necessary.

Julie to follow-up with Consuelo, Claudia Vestal re: possible membership on the WFD committee.

II. Review and Refine Committee Goals as drafted at the CCPC retreat.

Tabled until next meeting.

III. Finalize plans for next Workforce Advisors Collaborative Meeting (September 26, 8-11AM @ COE):

a. Review Meeting Logistics: room, food, equipment

Board Room of COE reserved, 5 Star catering for breakfast, laptop and projector will be present. Nancy to bring small flowers for tables, Julie will bring large flowers for sign-in table.

b. Review Outreach/Invitations/RSVPs

Hiranya to call all invitees and follow up with an email invitation. To use same invitee list from last time.

c. Review Survey Compilation (*See Attached*)

Members reviewed and made suggestions for edits to the matrix. Hiranya will add new columns for missing agencies and send out with invitation to the Advisors Collaborative meeting. Julie to send to Hiranya the rehabilitation program contact information to include them in invitation to event.

d. Professional Development Planning Document (*See Attached*)

Members present discussed plans for developing the countywide professional development advising tool. Following are the ideas put forth by the members: we should request that each agency bring their professional planning documents with 15 photo copies to share to the Advisors Collaborative meeting. We should also share the professional planning documents from Santa Clara, Cabrillo and Migrant Head Start and request their feedback (have them identify the most important elements to include in a countywide planning document). The group will review, discuss and revise the plan as necessary. Be sure to discuss the issue of duplications and agency required forms.

Members listed areas that we already know should be included in the plan:

- Credit coursework towards ECE, towards AS, towards transfer to BA
- Child Development Permit- both new/moving up (coursework) and renewal (PD workshops).
- Licensing requirements
- Show ladder of # of units = what degrees (Julie to develop visual).
- Matrix, info from Cabrillo Brochure and Santa Clara's advising brochure.
- Add advising information sheet to go with plan (showing definitions) with instructions on how to use the form.
- Transfer requirements.

In addition, members discussed the following idea: to create an advising packet for students (in a plastic envelope) containing the professional development plan and a check list as cover sheet.

e. Review Desired Meeting Outcomes

The desired meeting outcomes are to complete the resource matrix and get feedback for the design of the professional development planning document.

f. Develop Meeting Agenda

See attached.

g. Discuss Roles and Responsibilities

- Nancy to gather and provide sample professional development planning tools and facilitate the meeting.
- Hiranya to develop and finalize agenda and send out with invitations and make follow-up calls.
- Hiranya and support staff to set up room, order food and make copies of materials.

IV. Set next meeting agenda

To be determined.

Next meeting: Monday, October 2nd, 1:00 – 3:00 PM, Ed Services Conference Room, COE