

Career Technical Education Committee (CTEC)* Minutes

November 30, 2023

Attendees: Tim Wat, Mike Blakely, Holley Shafer, Chelsey Perez, Lesley Pfeiffer, Julian Solis, James Gonzalez, Sita Williams, Ron Palmer, Kathleen Antokhin, Nancy Willet, Nicole Cruz, Byron Ramey, Alina Varona, Angela Olmanson, Zach Rowson, Tanya Paredes, Heather Rahman, Wende Bohlke, Jesse Madsen, Alexander Jones, Seth Cortright

11:00-11:10 Alina Varona, Dean of Career Education and Workforce Development

Welcome, Call for nominations/voting of a co-chair, general updates

- The discussion to nominate a chair was tabled.

11:10-12:10 Mike Blakely, Chief Executive Officer, [Marin Economic Forum](#)

Marin County Economic Vitality Strategic Plan

- Going forward, as partner of MEF COM will host meetings on campus.
- Economic Vitality Strategic Plan: 5 year strategy designed to ensure growth of economy post-pandemic. Obtained grant from Economic Development Administration.
- 5 sectors to focus on:
 - o Remote: Pre-pandemic, almost 20% remote workers. After, more non-degree remote work available.
 - o Healthcare and aging: Fertile for innovations in home healthcare.
 - o Life sciences: Marin doesn't have competitive advantages over other counties but might have more advantage over quality of life.
 - o Tourism: Assets of tourism economy aren't being leveraged
 - o IT/digital media: In the shadow of SF/East Bay for creating startups but talent and capital is in Marin
 - o Greening/clean tech: Has spirit/scale to grow
- Industries that don't need to be prioritized: Financial – conventional/decline; Business/tech services – emerging and doesn't need intervention/extra attention; Retail – expanding, not declining by revenue but by occupation; Real estate/construction - expanding
- Economic Vitality Coordinator role hired and starting soon
- Goal to provide a single platform to bring all the various workforce development organizations of Marin together. Share resources, lessons learned, how to capture more funding; bring childcare employers together; building pipeline for high-paying non-college-degree jobs between employers and employees.

- Workforce housing: MEF will help address it with long-term activity in the overall strategy.
- Implementation: leadership will come from county administrator office. Funding will be through county ARPA funding/existing agency resources. Community organizations could lead specific flagships/activities/strategy. Slow-moving, so far behind 1 year in the plan but will move faster once new hire starts.
- Tim –Challenge for entrepreneurs is working together personality-wise as well as resources. COM’s focus for students is to equip foundational mindset and provide resources appropriate for stage they’re in. Launching entrepreneurs of color regional joint venture through Bay Area Community College Consortium. The hub of mentoring/funds is in the East Bay so COM is working as consortium of community colleges in Bay Area.
- Mike- Challenge because other areas in Bay Area (SF) have better resources. May not be good alternative to high-value tech startup, but Marin’s strength is in building a professional service company.
- Holley – MEF’s report was helpful for COM accreditation.
- How can COM be a more impactful partner for MEF – relationship with COM already as resource in the community. Challenge is engagement with industry to understand the demand. Industry is diverse but shallow, so it’s hard to achieve critical mass for deciding where to allocate \$.

12:10-12:25 Alex Jones, College of Marin, Work Experience Faculty

[The Learning-Aligned Employment Program \(LAEP\)](#)

- LAEP funds are based on Pell Grants. COM received \$500k to spend 2031. Focus is to support work based- learning activities for students like covering internships
- Eligibility requirements: underrepresented backgrounds, minimum half time, resident, demonstrate financial need, non-high school student. Based on FAFSA and what’s on file with enrollment services. Can include graduated hs students enrolled for the fall. Units have to be for-credit. Can intern during summer as well.
- COM covers a percentage of compensation: 100% of UC if research focused, 90% nonprofit, 50% for profit (not religious or political)
- For external internships, company pays up front, then COM reimburses company at the end
- faculty can contact Alex and Chelsey to check student availability and build out an internship
- Research positions = broad student-centered, can get creative - student assistant, lab assistant, behavioral health/peer mentor. Dominican University welcomes COM research assistants in all departments.

- Functions as stipend/subsidized wages but processed in financial aid offices and counted towards financial aid contribution – will take away from rest of student’s financial aid reward.
- Alex/Chelsey reach out to students on the list (2,500 this year) when an opportunity comes up. Cautious on rollout as we receive more information on how LAEP works/changes, can work on a larger scale now that it’s more stable.
- How internship opportunity develops: screen the employer first, find out what their funding is for internship – if have partial funding, then eligible for LAEP fund opportunity. Then, market it to the LAEP-eligible students. List of students is refreshed every semester. Small group of employers.
- Suggestion to have fillable form for students and or faculty available online
- Suggestion to create flex session
- Potential partners-MCOE for education research opportunities, COM as employer for students, Dominican University, who is eager for research assistants, Marin Community Clinics, eager to host WBL and explore short term employment (with longer internship/clinical model)
- ACTION: Alex will send a list of LAEP students and a list of internship employers.

12:25-12:45 Jesse Madsen, Director, College and Career Readiness, County Office of Education

Summer Academies 2023, [CTE State Plan](#) convening, K-14 efforts

- Summer Career Academies Recap:
 - o Back to in-person from pandemic, will expand in the future
 - o 132 students completed in 2023. Focused on students who haven’t had an opportunity to enroll before.
- CA state plan for CTE Regional Convening
 - o CA Dept of Education and Chancellor’s Office
 - o K-16 regional pipeline
 - o State plan framework discussed: career pathway, CTE teacher and faculty prep and pipeline, dual enrollment, regional partnership development, work-based learning.
 - o Collective objectives align with the state plan. The plan provides a central document for collaboration.
 - o Next steps: additional convenings by industry sector, data collections
- Dual Enrollment
 - o Not just dual enrollment, other options – articulation agreements (most common), satellite courses, COM courses dedicated to high school students, SCA, COMPASS
 - o Pathway mapping- start as early in high school as possible

- Dual enrollment students more prepared, more successful in college after high school graduation
- Holley – how to better share data across systems with high schools/COM: Challenges are needing data sharing agreements for every piece of data and program, tracking students from high school in noncredit program. Potential solution: have ID# that matches between school districts and COM.
- COM has articulation agreement for MEDA but only degree-applicable if student keeps taking classes at COM.

12:45-12:55 Kathleen Antokhin, College of Marin, Program Coordinator, Workforce Projects [SWP application](#), updates, call for 2023-2024 SWAC work group volunteers

- SWAC reviews applications for funding for Strong Workforce, then elevates up to PRAC for funding.
- Application available on the CTEC web page on COM website. Updated to reflect requirements for Chancellor's Office, connects with strategic plan at COM.
- If interested, connect with Kathleen or Alina to go over the application.
- At least \$50k available currently. Timeline to receive funds is late spring/early summer/next fall if applying now.
- Application and funding available to all interested COM applicants
- Committee approved projects 2022-23: Supporting K-12 counselors (3-year project); ESL hospitality training workshops; Quickbook certification – students surveyed expressed interest in the certification, but more successful to have industry-recognized certifications built in to the class; entrepreneurial mindset – Strong Workforce funding ended up being reallocated to ESL hospitality workshops.
- Action – Kathleen will email to ask for nominations on SWAC committee

12:55-1:00 Wrap Up, Closing Comments, and Next Steps

- Call to action – share this info out to members' division/program: funding, dual enrollment, county-wide economic and workforce resources and actions

[CTEC](#) serves as an institutional hub and centralizing space for all matters CTE and workforce. The hope is that through an aligned understanding and a holistic view of career and workforce development efforts county and statewide, we can enhance our institutional efforts to support and advance the College's educational and strategic plans, be more intentional as a community partner, and be agile in our response to emerging needs and opportunities. The working group of SWAC—the strong workforce allocation committee—carries out the review and recommending function for applications and proposals seeking Strong Workforce funding.

Voting Members

Wende Bohlke, Faculty, Program Coordinator, Registered Dental Assisting, Ron Palmer, Faculty, Automotive, Byron Ramey, Faculty, Counselor, Counseling Department Nancy Willet, Faculty, Business Information Systems

Alina Varona, Dean of Career Education and Workforce Development (Committee Co-Chair)

Guin Wittingham, Student, Automotive

Melanie Palomino, Admin Assistant, Learning Resources Center, Kathleen Antokhin, Program Coordinator, Workforce Projects

Resources: Julian Solis, Director of School and Community Partnerships. Heather Rahman, Program Coordinator, Career Education