MINUTES

I. OPEN SESSION 5:30 p.m.
1. Call to Order
   Laura Perry called the meeting to order at 5:30 p.m.

2. Roll Call
   Trustees Present: Laura Perry, Mark Dover, Tom Breen
   Trustees Absent: AJ Rodriguez
   Committee Resources: Terry Newman, Steve Kinsella, Angie Oropeza (recording)

3. Approve Minutes, November 8, 2011
   MSC (T.Breen/M.Dover) 3 ayes, 0 nays to approve

4. Comments from the Public
   None

II. INFORMATION ITEM
1. Contract and Community Education Annual Report
   Terry Newman reviewed the report highlights:
   - Major emphasis in the past year was the second year of the water training grant and expanding the types of water courses.
   - Partnerships were expanded, advisory boards were increased, marketing and outreach were increased for both credit and Community Ed programs. The class brochure is the most popular marketing tool. They also use Facebook and mass and directed emails.
   - Community Ed water training classes were temporarily decreased while the credit program got started; they will be expanded again.
   - They are trying to align with the college’s mission, especially the changes from the Chancellor’s Office.
   - Several courses are offered in other districts, with their permission.
   - Business and career training programs account for 67% of enrollment, special interest and leisure classes account for 12% of income, online enrollment is up and we continue to look for partners to do different kinds of classes. There were a total of 1379 registrations and 136 classes.
   - Off site courses are mostly done in regional water facilities.
   - The cost for College for Youth continues to be high and reduces the ability to compete with other community classes. The plan is to spend more time on the career training programs and marketing rather than College for Youth.
   - Training has been provided to the Work to Future through the Silicone Valley Work Force Investment Board and netted $20,000 this year.
   - Contacts are being maintained with the San Jose Wastewater to provide training.

2. Reorganization Changes that Affect Community Education
   Dr. Steven Kinsella reported that with the Board’s approval, Admin Services will be reorganized for at least six months with Terry supervising facilities, security, MIS, and shipping/receiving. It will relieve Community Ed from the director salary and put the program in a better financial position.

III. CLOSING ITEMS
1. Adjournment
   The meeting was adjourned by consensus at 5:47 p.m.