

EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM  
AND TECHNICAL CENTER

**LEADERSHIP MEETING MINUTES**

February 11, 2009

**Present:** Kim Case, Ryan Quesenberry, Dottie Misetich, Roberta Floyd, Lil Walker, Andy Page, Leticia Carbajal, Denise Peterson, Mary Ann Angel, Josephine Quach, Myrna Decker, Pat Jones, Eva Perez, Annet Johnson, Lisa Pitts, Musheer Rasheed, Jon McNeil, David French, Colleen Crawford, Laurel Adler, Patti Whitcher

Round Robin

**Laurel Adler:** 1) The newly appointed Board representative from Baldwin Park, Christina Lucero, will visit Del Norte on February 12<sup>th</sup> at 10:00 am. 2) DBL planning meeting planned for February 19, from 3:00 – 5:00 pm. 3) Dr. Adler and Colleen Crawford will make a presentation before the West Covina USD Board of Education on February 24<sup>th</sup> and the Covina Valley USD Board on March 16<sup>th</sup>. 4) The WASC Mid-Term visit is scheduled for April 1<sup>st</sup>. 5) The March 11<sup>th</sup> Leadership meeting will feature a presentation on current economic issues and their impact on ESGVROP/TC. Dr. Adler stressed the importance of full attendance at the meeting. 6) Dr. Adler will be out of the country the week of March 16<sup>th</sup>. Her son, Anthony, is getting married in China.

**Colleen Crawford:** 1) Met with Gene Bohatch from the Center for International Trade Development located at Citrus College. Citrus College has received a grant to serve students 14 to 27 years of age in all facets of International Trade. Mr. Bohatch has a strong interest in working with veterans. The program can help with grants for veterans who want the open small businesses. 2) The Health advisory committee meeting will be held on February 27<sup>th</sup> from 11:30 am to 1:00 pm.

**Roberta Floyd:** 1) Roberta asked if students in articulated programs should have priority enrollment at the community colleges. Dr. Adler responded that Mt. San Antonio has this policy in place but that Citrus College doesn't. 2) The next Algebra class is starting on February 21<sup>st</sup>. 3) Roberta applied to participate in the EL train the trainer program.

**Eva Perez:** 1) Medic 1, Union Bank and Community Home Support will be providing a mini-job fair for ROP students. 2) Eva is working with Kim Case on WorkAbility.

**Kim Case:** 1) Roberta Floyd and Colleen Crawford have enrolled students in Art History and Graphic Arts. 2) Kim is working on Workability in Glendora and Azusa.

**Myrna Decker:** 1) Preparing for submission of E-2 report to the State. 2) Planning the Health Advisor Meeting to be held on February 27<sup>th</sup>.

**Leticia Carbajal:** 1) Attended the LA Works Breakfast on January 22<sup>nd</sup>. ESGVROP staff and worksites were honored with plaques and trophies. 2) WIA placements are currently at 60%.

**Lisa Pitts:** 1) AP Human Geography will be off the fall schedule. 2) West Covina HS Step Squad (Genely Beleno's students) will be participating in a competition in Northridge on February 14<sup>th</sup>. 3) Lisa's Architecture students are interested in the Rio Hondo architecture program.

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**Dottie Misetic:** 1) Most classes are full for second semester. 2) Senator Margett's charitable foundation is dissolving. He has offered the non-profit to us. \$20,000 of the foundation's budget will come to us to be used for working with women.

**Denise Peterson:** Sixty one instructors have turned in their lesson plans for WASC evidence collection. Leticia Carbajal will work with Baldwin Park and Kim Case will visit Walnut Valley teachers to get some of the remaining plans collected. The first draft of the Progress Report has been distributed. Please return requests for information as soon as possible. Dr. Adler, Colleen Crawford and Patti Witcher will meet on February 18<sup>th</sup> to put the finishing touches on the document.

**Pat Jones:** 1) CDS numbers are slightly lower. 2) Pat reports that the program has had great success this year with sending students back to their home districts, particularly West Covina High School. 3) Representatives from Bassett USD visited the CDS program with the idea of possibly sending their students here. 4) Pat reports that Sue McCracken from the Ron Hockwalt Academy wondered if their students might be able to come to our CDS program for the summer. 5) Thanks to the Tech Team for installing her computer.

**Mary Ann Angel:** 1) Thanks to Patti Witcher for her work on the Certificate Program Brochure. 2) Mary Ann reported that the Adult Career Training program enrolled 100 students in January and 70 so far in February. 3) The Ability to Benefit testing will soon be available.

**Annet Johnson:** 1) Annet is looking for a Medical Assisting Teacher to teach nights. 2) Thanks to Roberta Floyd for helping with EL training.

**Ryan Quesenberry:** 1) The E-Rate re-application has been submitted. 2) The Tech Team is visiting employees who are still having issues accessing their email.

**Josephine Quach:** 1) Josephine is working on the 2<sup>nd</sup> Interim budget. It should be done in the next two weeks. 2) New requisition forms are out. Requisitions from teachers must be approved by Colleen Crawford before being submitted to the Business Office. 3) The 07/08 audit was submitted to and approved by the Board at the January meeting. Jeanette Garcia, our auditor, proclaimed it to be a clean audit with no exceptions.

**Musheer Rasheed:** 1) Musheer announced that ROP has two new potential funding sources. American Indian Careers will pay \$10,000 per student for job training. There are training dollars for post-9/11 vets and their families. 2) We have entered into talks with ADECO to do corporate placement. There will be no charge to the ROP for these services.

**Andy Page:** 1) Because there were three different start dates, it has been a bit of a challenge getting the second semester up and running. Class counts will come out next week. 2) The DSP contract might be growing. It's possible that the ROP could take over some of the tasks of an agency that dropped out of the program.

**Lil Walker:** Working on the WASC document with Denice Peterson. 2) Lil recently met with Dr. Doug Mitchell to discuss the CDE Research Grant. It could bring the ROP \$100,000.

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**Jon McNeil:** 1) There is no news yet on the budget. We will keep you informed. 2) Jon is working with Andy Page on getting ideas on a new web site. 3) Jon announced that Ryan Quesenberry has been accepted into a certificate program for Technology officers. The program is offered by the California Education Technology Professionals Association.

*Next Meeting:* March 11, 2009