



Marketplace / Forum/ Interest Group Name

Objective / mission statement

*Notes in grey are best practices for using this template and executing your agenda.

Delete notes and sample when you create your agenda.

This document is designed to capture agendas and discussions of each call and meeting. You will always put the latest agenda at the top of this document.

Meeting or Call #

Date

Time

Location

Links to Agenda and other supporting documents (located at your Planning Team Google Doc repository)

If you insert a link to the Agenda above then you do not need to copy it here. Instead you should list a detailed Summary of Outcomes and Next Steps.

ith [link to original](#):

Contract Education Marketplace

A Bay Area Community College Consortium Marketplace comprised of Contract Education staff/practitioners interested in collaborating to respond to regional scale training needs

6th Contract Education Marketplace - CALL

Tuesday, September 17, 2013

1:00 - 2:30 pm

Agenda

Summary of Outcomes and Next Steps

- Attendees in addition to Claire Laughlin and Kit O'Doherty included: Staci Daley, MariAnn Fisher, Skip Barnes, Barbara Brock, Molly Lewis, Kay O'Neal and Rhiannon Surrenda
- In this meeting we reviewed the [Project Management Proposal](#) that has been developed by a sub-team in between our scheduled calls. We reviewed and enhanced each section, and made agreements about how to proceed. Specifically...
 - We agreed to complete the Project Management proposal for the next call, focusing on the WIB as our first customer. (This will impact the content of the proposal)
 - We discussed holding a regional WIB / Contract Ed meeting sometime later in the fall, and presenting them with this and potentially a Digital Literacy proposal at that meeting.
- We spent some time discussing the benefits of working regionally. Attendees agreed that our efforts to work together and at scale are important and beneficial, and are compelling enough for us to continue.
 - Working together will help us address our regional economies.
 - There are only a handful of active contract education offices across the region, so working together could represent growth, and it is also good for our regional business base.
 - Working together allows us to offer new things that we are not currently offering
 - Working at scale means that we will be using our resources wisely
 - Industry wants a single voice.
- We introduced a few "straw man" ideas for "ways of working together" when we have a client that crosses district boundaries, though we agreed that they need MUCH more conversation. These include...
 - Simple sharing
 - Just share marketing materials, best practices and instructors
 - Each college does what they want with it
 - Permission to operate
 - Use the strengths of one college and grant permission to operate across district lines for a particular offering
 - Lead / split
 - Define a lead college and if they get a contract in your area, you get a split
- We also decided that there is sufficient interest to continue with our meetings, and we set our next meeting date for **October 15th, 2013, 1:00 - 2:30 pm**