

LAKE TAHOE ADULT EDUCATION CONSORTIUM - MINUTES

10:00am – 12:00pm

LTCC Board Room
and Conference Call:
888-450-4821
Passcode: 820107

Facilitator: Michael Ward

AE Director: Frank Gerdeman

Partners: Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Virginia Berry, Rich Bodine, April Boyde, Kristin Brinks, Jeremy Brown, Jason Buckingham, Denise Castle, Angelo Clelan, Scott Craig, Christopher Croft, Lt. Eslick, Jane Flavin, Lisa Foley, Laura Fruitman, John Fry, Frank Gerdeman, Sue Gochis, B Gorman, Bob Grant, Koko Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, April Kerwin, Ivone Larson, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katharine Miller, Sabrina Owen, Jenna Palacio, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brandon Reed, Shane Reynolds, Brian Richart, Michelle Risdon, Christen Rodriguez, Andrea Salazar, Laura Salinas, Melinda Stearns, Kim Stephenson, Rebecca Strmiska, Eric Sturgess, Gary Sutherland, Amber Tanaka, Tessa Thomas, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Mindy Tubra, Michael Ward, Cheri Warrell, Megan Waskiewicz, Brian Williams, Doug Williams, Jenny Wilson, Jude Wood

AGENDA ITEMS

The meeting was called to order at 10:03 a.m.

Topic	Timing	Agreements/Notes
1. Welcome, Introductions	15 min	Introductions were made.
2. AE Director's Report	10 min	<p>Frank noted that a report submission was due on May 2nd regarding next year's consortium membership and allocation of funding. One change to membership was to add Alpine County. Alpine is still implementing a sub-grant for 2015-16 that will continue through this year.</p> <p>Frank reviewed the HTRR Coordinator job description intended to lead our efforts in the pathways section; building support structure; lot of time with local business and industry; and in close partnership with the work experience coordinator. He also reviewed the Transition Coordinator job description – helping the adults and partners navigate the systems. This position has been offered and accepted by Alexis Foley and she will begin May 27, 2016. Bill Martinez was a member of the first round hiring and his participation is very much appreciated.</p> <p>Testing – moving ahead with becoming high school equivalency testing site. Frank will begin training tomorrow with testing beginning in early June. There has been discussion about going into the jail with paper testing so we hope that will come through now. It was determined that Frank will work with Cheri in Alpine County as well. Frank and Alexis will go to Alpine County this summer to get things moving including access to high school equivalency testing and implementation of Get</p>

		<p>Focused, Stay Focused as part of the Transition Coordinator role.</p>
<p>3. FY15-16 Budget Adjustment</p>	<p>10 min</p>	<p>Review of budget adjustment recognizing the reality of the year (not as much was spent on salaries as expected). Since we can carry over into next year, we will. Moved more expenses to 4000s and 5000s.</p> <p>Michael noted the implications are that partners will have the ability to become vendors as well. Really begin to activate the hub. Won't be simply setting up classes but also using all network partners. Qualitatively a good adjustment. Frank hopes to be able to give the actual carryover amount to the consortium by the June meeting.</p> <p>Group consensus that this was the direction to move.</p>
<p>4. Workgroup Reports</p>	<p>50 min</p>	<p>Frank reviewed the calendar of due dates (information is in the slide deck) – not a lot of significant changes but the leadership team will get together after this meeting to see what changes may need to take place around the deliverables of the sub-grantees and the consortium. Calendar of procedural requirements but how does this matter – State envisioned \$25M so the entire state would have one system that would allow students to move through seamlessly. California Community Colleges Chancellor's Office currently has no system for tracking students once they leave here. Is there a cause and effect relationship between students taking this learning path and another? Does the learning system actually work? They couldn't make that happen but we will get a significant amount of money with reports due at the end of 2017 and will work together with a vendor for a complete input/output system for accountability. This is an opportunity for the college to step up their game with help from all the partners. Would like to take the July meeting and expand it to a 3-4 hour workshop to craft the action plan as a network for Year Two. Take the August 1st report submission and use it for a design tool for Year Two plan. Might send the group out from the June meeting asking that you bring back who you would like to see served over the next twelve months and bring that information to the July meeting.</p> <p>EMSI data platform (economic modeling platform) is complex but should give us the information we need.</p>

Virginia presented to the Lodging Association meeting this morning and gave them the umbrella overview about Advance and what their commitments would need to be; asked them to be instructors, asked them about accepted students with certificates and perhaps start them a little higher; lot of enthusiasm and good questions, overall support seemed very high. Introduced Eric Cambria to the Lodging Association as our new adjunct in Culinary.

Frank attended the April Restaurant Industry Group meeting when they were going through LTCC curriculum. They are very active in the HTRR workgroup as well and have designated a representative (Ken Druley from Mirabelle's). Reactivation of a level of engagement.

Virginia noted the HTRR workgroup with about half as industry – she has never witnessed this level of energy. Industry is appreciating the opportunity to get in on the ground floor. Went over the pathways model. The Lodging Association had a suggestion – they would like to see some badging opportunities around the topic of reservation sales. Interested in special event planning badges as well. There is no wrong door when it comes to accessing the personalized support services. Working with the California Conservation Corp this summer for the first time. Coach, mentor, etc., to help folks with the online section. 5-star training program with additional lab opportunities or badges coming off of that (perhaps geared towards management or leadership) food sanitation and safety courses in person and online in English and Spanish. The Lodging Association is really excited about the resume and interviewing program; Tahoe Culinary Institute – exciting with new adjunct Eric who has a military background opening commercial kitchens as well as 5-star restaurants. The Association was very excited to hear Eric discuss cost control as well and are supportive of internships. State of California Chancellor's Office is vetting transfer model curriculum for Hospitality Management and Culinary Arts Foundation certificates that will work perfectly with what we were planning. Amber noted that everyone she speaks with is extremely excited about this new piece. These certificates can transfer into Associates Degrees as well as four-year degrees. Virginia noted that even though we will be obligated to offer the two new transfer degrees, we can still keep our existing programs as is or even revise them.

Michael reviewed the business walk for South Shore and looking at whether or not people were finding the individuals they felt they needed. The data suggested about 2/3 of the businesses felt they were finding people they needed (with 60% of the businesses visited in the HTRR sector). There is some concern about work-readiness (lots of concern about substance issues). There were pages and pages of responses on the types of hard and soft skills they are hoping to find in their employees. Very

concerned about soft skills across the board. Intrapersonal skills like loyalty, honesty, and hard-working. Collected the right kind of data and we are in good shape to move forward.

Assessment and Transition workgroup – created a more detailed list of the programs and services. Frank noted that description areas for each of the partners need to be filled in on the Google Doc. Create a separate list of each program that is available. Frank and Michael demonstrated to the group how to fill out the Google Doc and will send it out to all partners with editing capabilities along with instructions for how to fill out the form.

Action Item: take some time to fill out the [Advance Service Menu form](#) to build out a comprehensive menu of services and help Alexis with her work.

LTUSD update on parent programming – help parents to help their children succeed in school. Some ideas are to offer boot camps in different areas (i.e., fractions through stats). They are working towards getting curriculum written for math, social studies, and English common core. Get badges for the camps they attend. A product they are looking at is called ALEX. It is a McGraw Hill product that allows students to do any level of math and will go back to redo things where they have weaknesses. It is very subtle in how it puts you back where you need to be. Gives mastery in a subject that could lead to GED for the parents as well as helping children. Can register online and pick up the badges. This will begin in fall with a possibility of summer. This model sounds promising and our Adult Ed program could take over capacity. Katharine noted the County Library would be happy to host as did Bill Martinez with the FRC.

Marketing update: naming/brand: Advance

Messaging: “learn and earn” – it’s the state approach to CTE and apprenticeship and will likely cross agencies

Logo RFP – logo and branding approach around Advance with a short turnaround. Effective way to use the logo in which all partners could co-brand. And work in print and social media.

Quick turnaround (30 days)

ACTION: Send copies of logo or branding to Frank

Frank described the ‘shot list – image gallery’ want photos of the activities and outcomes we want (i.e., someone working; parent reaching to child; non-traditional student registering for college).

Review and update the [Advance Shot List – Image Gallery](#)

We want to celebrate six months so we will meet in June and need to meet in July for Year Two planning and then in August to make a final plan for the year.

		<p>WIOA – Michael asked how is it moving forward in getting state-level support? Golden Sierra is working on MOU's with schools. Placer County implementation – working with Placer School for Adults providing basic computer classes as well as using Golden Sierra space in the evening. Also adding Roseville Adult School. Use the Placer model in El Dorado County. Jenny feels positive that we can move forward with what fits best in South Lake Tahoe. Very interested in seeing what can be done to help advance LTCC in getting on ETPL (Eligible Training Provider List). Great advantage to Lake Tahoe. Doesn't seem insurmountable. Has been brainstorming with Leona for the Fire Academy. From JOIN's standpoint, they have been tailoring to where this program is (18-24 can happen now). Can offer work experience today (reimbursable). On the job training will be talked about more in July.</p>
5. Open Agenda	20 min	Due to time constraints, this item was not discussed.
6. Next Steps – LTAEC Meetings 2 nd Thurs	10 min	

MEETING ADJOURNED AT 12:05 P.M.