



Lake Tahoe Adult Education Consortium  
 LTCC Board Room and Conference Call:

06/08/17  
 10:00am – 12:00pm

LTCC Board Room  
 and Conference Call:  
 888-450-4821  
 Passcode: 460701

**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, Janelle Blocher, Rich Bodine, Danielle Bogan, April Boyd, Peter Brinckerhoff, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Katelin Conley, Vicki Cottrill, Tammy Cornelison, Scott Craig, Christopher Croft, Brittani Curtis, Aaron Darke, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, Caleb Fry, John Fry, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, Kyle Jones, Matthew Kosifas, Ivone Larson, Beverly Lassiter, Hedy Lim, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Cristina Nunez, Sabrina Owen, Jenna Palacio, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brian Quintanilla, Brandon Reed, Shane Reynolds, Madelyn Rios, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Andrea Salazar, Vanessa Santora, Penny Shervey, Justin Sinner, Sabrina Siino, Melinda Stearns, Kim Stephenson, Joan Stine, Eric Sturgess, Gary Sutherland, Josh Sweigert, Steve Teshara, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Steve Turner, Michael Ward, Megan Waskiewicz, Cheri Warrell, Brian Williams, Doug Williams, Nichole Williamson, Jenny Wilson, Jude Wood  
 Present Call-in

**AGENDA ITEMS**

| Topic                     | Timing | Action Needed  | Agreements/ Notes  |
|---------------------------|--------|--|--|
| 1. Welcome, Introductions | 10 min | Preview agenda, outline plan for the meeting, brief self-introductions | <p>Michael welcomed the group and stated the following—</p> <ul style="list-style-type: none"> <li>• Today is the third anniversary of the launch of a network that became ADVANCE. Opportunity as a marketing committee to help in annual planning workshop to look at backend strategies—what is the backend story?</li> <li>• Amazing success and results that will be discussed more today— Michael prompted group with three questions to answer while making introductions—               <ol style="list-style-type: none"> <li>1. This past year has been exciting/worrisome because...</li> <li>2. This coming year is exciting/worrisome because...</li> <li>3. I want us to become...</li> </ol> </li> </ul> <p>➤ Justin Sinner—we are one of the most exciting endeavors I have been a part of. Staff has exceeded their knowledge of how to</p> |

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|                             |               |  | <p>communicate to industry partner...excited to watch it grow.</p> <ul style="list-style-type: none"> <li>➤ Jenny Wilson—WIOA serves the entire county, thanks to ADVANCE. WIOA services expanded to more of the community. So many ways we can create sustainable and resilient collaboration within the community.</li> <li>➤ Frank—we have gone from serving 0 to over 400</li> <li>➤ Michael—upcoming Annual Strategic Planning in July. Chance to not only add enrollees, but also leap frog forward. Not just building lives for individuals with specific needs, but also leading community transformation.</li> </ul>  |
| <p>4. Director’s Report</p> | <p>10 min</p> | <p>Updates and Information about:</p> <ul style="list-style-type: none"> <li>a. Status of the Consortium and LTCC Hub</li> <li>b. Systems Update (e.g. Community Pro)</li> </ul> | <p>Frank made the following updates/announcements—</p> <ul style="list-style-type: none"> <li>• State commissioned CLASP to do an 18-month study, Prosperity through Partnership. Highlight of study—use AEBG to drive a comprehensive career pathway system. Speaks to our success, future opportunities, and a reminder to not become another adult school.</li> <li>• Michael noted that there is a serious dialogue going on over this funding to not go backwards towards the traditional adult school model. ADVANCE has stayed out front to create the model for the state.</li> <li>• CommunityPro Suite—umbrella data and referral system that allows for real time transactional referrals and customer/client interactions. CPS does not replace existing systems but allows access to relevant information. (9) other consortiums have purchased the system and an end user</li> </ul> |

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|  |               |   | <p>training will be offered in August.</p> <ul style="list-style-type: none"> <li>• Dr. Pastor Event, May 17<sup>th</sup> from 9am-12pm at LTCC</li> <li>• ADVANCE will be bringing in training around 21<sup>st</sup> Century Employability Skills training in September. Soft skills/core skills, basis for Guest Service Academy BC. Josh, Frank, and Shane are all certified to instruct classes. More information to come.</li> <li>• ADVANCE has served over 400 students to date</li> </ul>   |
| <p>5. Year 2 Consortium Implementation</p> | <p>15 min</p> | <p>a. Consortium Member Reports on Initiatives and Support Needs<br/>b. Network Enrollment Assistance</p> | <p>Annual plan revision slide—</p> <ul style="list-style-type: none"> <li>• Michael asked how the network can best prepare individuals transitioning in the community—enormous opportunity for planning.</li> <li>• Bill Martinez highlighted bringing services to meet people where they are at (FRC, library, etc.)</li> <li>• Michael announced Annual Planning Workshop on July 13<sup>th</sup> from 8:30am-12pm. Network will convene from 8:30am-10:30am, then the consortia will meet from 10:30am-12pm. Complete plan is due by August 15<sup>th</sup>.</li> <li>• Opportunity to expand, grow, and scale resource capacity to enhance work experience, which will expand to apprenticeship, critical focus.</li> <li>• State will pay us if we can show people are growing (CommunityPro).</li> <li>• New World of Work 21<sup>st</sup> Century Employability program—enormous opportunity to address greatest challenges.</li> </ul> |

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|                           |        |   | <ul style="list-style-type: none"> <li>• Accelerating basic skills and instruction and how college addresses remedial skills</li> <li>• Come prepared—Michael will provide some prompts to come with to build out consortia work plans / same with hubs (FRC, library, etc.).</li> </ul>  |
| 6. Workgroup Action Plans | 45 min | <p>a. 4<sup>th</sup> Quarter initiatives</p> <p>b. Network Partner Assistance</p> | <p>Consortium member updates—<br/>LTUSD, Bob Grant &amp; Madelyn Rios provide the following updates:</p> <ul style="list-style-type: none"> <li>• Last HOME night was in May, currently focusing on next school year—possibly school based parent centers to get targeted program help. Teachers would leave homework ahead of time to prepare parents to work with their children.</li> <li>• Frank—taking better advantage of CTE program sites—short-term, meaningful certificates, expand boot camp concept from LTCC. ADVANCE can remain the incubator, allow LTCC and STHS to take over.</li> <li>• Michael—high schools can drive curriculum development at college level by anticipating how we form skills.</li> <li>• Madelyn—senior projects were last week and many interested in shop/mechanical engineering. Michael—move to idea that vocational programs are equivalent or better than academic pathways</li> </ul> <p>EDCOE updates—</p> <ul style="list-style-type: none"> <li>• Adult education program—expanded to 3 days per week to meet demand.</li> <li>• Meeting today to discuss expansion with current program</li> <li>• Over 50 high school graduates</li> </ul> |

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|                        |               |   | <p>Alpine County updates—</p> <ul style="list-style-type: none"> <li>• More plans to include additional HOME events next year. Parents wanted more—restructuring, looking at 1:1 support to help parents help their children and will expand into Diamond Valley School.</li> <li>• Goal to bring college classes to Alpine County by summer/fall</li> </ul>  |
| <p>7. Network Hubs</p> | <p>15 min</p> | <p>a. Resource Requirements<br/>b. Targeted Services and Demographics</p> | <p>HTRR updates, provided by Josh—</p> <ul style="list-style-type: none"> <li>• Culinary Boot Camp off-site at Heavenly California Base Lodge. Excellent using an actual kitchen off-site.</li> <li>• Guest Services Boot Camp will start on Monday. Boot Camp ran in Spanish as well—local head chef who moved up from dishwasher, with strong cultural understanding.</li> <li>• Guest Services Boot Camp—28-hours, based on core-skills in 21<sup>st</sup> Century curriculum (communication, awareness, social and cultural diversity, etc.). Frank added that the Peak Performance online program will be vetted during this first run—eventually it will be available to anyone through an online format.</li> <li>• Josh added that we have the ability to start planning boot camps 3-6 months ahead.</li> <li>• Josh presented on DC Conference—attended Apprenticeship Forward. The challenge—industry are facing worker shortages and individuals are unable to attend college and accrue heavy debt. In 2020, only ¼ of jobs will require a four-year degree. Apprenticeships are the answer—active guidance and mentorship with a significant</li> </ul> |

time commitment (1 1/2 – 2 years). Josh reviewed the recommendations slide.

- Michael pulled up an apprenticeable occupations slide related to HTRR sectors. Not creating from scratch, but building upon industry recognized agreements, and then accelerate. Michael proposed new workgroup for this focus.
- Frank—confirmed that the network is in consensus to create new workgroup.

Transition updates, provided by Alexis—

- Focused on folling out short-term boot camps, ESL program partnerships, and promoting pathway planning.
- Frank—waited until this year to emphasize pathway planning because we had to build pathway pieces.
- Alexis- flow to and through the network. Three part onboarding RAP (Registration, Assessment, Planning) process. Session I- overview of network, pre-assessment, session II- assessment to highlight challenge areas to inform pathway process. Session III- 1:1 appointment to discuss career and education goals. Divided into a 3-part process to determine who is ready to keep appointments, commit to a schedule. Scheduled boot camps further out in order to better plan with participants.
- Process is applicable if you are incarcerated, unemployed, underemployed, etc. Mobilizing networks of support for people to accelerate.

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| 8. Building Network Capabilities         | 15 min | a. Professional Development priorities<br>b. Prospective ADVANCE Newsletter – Communicating ADVANCE Opportunities and Outcomes with the Community | Michael—marketing needs will be weaved into July workshop. Thanked the college/consortium for building systems of support that live beyond us. |
| 9. Next Steps – LTAEC Meetings 2nd Thurs | 10 min | Action Items Review   | Next meeting—Annual Planning Workshop, July 13 <sup>th</sup> at 8:30am in the Aspen Room.  |

**MEETING ADJOURNED AT 11:56AM**