

LAKE TAHOE ADULT EDUCATION CONSORTIUM

08/03/2016

10:00am – 12:00pm

Hospitality Tourism Recreation Retail Working Group (HTRR)

**LTCC Aspen Room
and Conference Call:**

888-450-4821

Passcode: 617635

Chair: (interim) **Frank Gerdeman**, Director of Adult Education

Facilitator: **Michael Ward**, HighBar Global

Recorder: **Nicole Paulley-Davenport**, Program Assistant, Adult Education

Partners: **Marilyn Ashlin**, Rich Bodine, Jason Buckingham, **Denise Castle**, Angelo Clelan, Scott Craig, Christopher Croft, **Kenneth Druley**, Jane Flavin, **Alexis Foley**, Bob Grant, Holly Greenough, Steve Heggen, Heidi Hill Drum, Klaus Feyersinger, Ivone Larson, George Marley, Bill Martinez, **Jenna Palacio**, Randy Peshon, **Brandon Reed**, Shane Reynolds, Michelle Risdon, Christen Rodriguez, **Emily Sabbato**, Melinda Stearns, Rebecca Strmiska, Gary Sutherland, **Josh Sweigert**, Steve Turner, Lauren Tomaselli, Patrick Traynor, **Michael Ward**, Megan Waskiewicz, **Doug Williams**, Jenny Wilson
Present Call-in

AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview Agenda introductions, Brief Updates, New Members	<p>Frank welcomed the group and introductions were made. Denise Castle announced that JOIN, Inc. is restructuring and reorganizing programs and getting ready to implement on the job training; industry members announced that they would like to take advantage of JOIN's on the job training program and are looking forward to see ADVANCE programs start in the fall. Brandon Reed emphasized how important ADVANCE programs will be to local businesses.</p> <p>Marilyn Ashlin announced that the Foundation for California Community Colleges is developing a new HR system to make</p>

			<p>processes easier for employers.</p> <p>Josh announced that he attended the 21st Century Skills Training (more will be presented at a future meeting) and Alexis attended GFSF training.</p>
<p>2. Director's Report</p>	<p>15 min</p>	<p>Information Updates</p>	<p>Frank announced that the first Saturday HSE testing will occur on 8/27. One evening testing session per month will be added in September and each testing session will be offered in both Spanish and English.</p> <p>Frank announced that the new Dean of Workforce Development and Instruction has been hired, will take over as chair, and will start in September. An industry member volunteered to be co-chair and will be announced next month.</p> <p>Frank stated that the input from the 7/14 workshop will be used to develop the Year 2 plan; enrollment and participation are the main focuses. Next Thursday, the larger ADVANCE network will look at a cohesive plan and Frank welcomed any additional feedback.</p> <p>Frank announced that the College Board consented to moving forward with CommunityPro Suite and design of the</p>

			<p>system will start to take place.</p> <p>Frank reviewed the new LTCC website and stated that ADVANCE is working with Charter Design on a logo.</p>
<p>3. Year 2 Planning</p>	<p>45 min</p>	<p>Identify multiple (2 or more) curriculum strategies for Year 2 <i>(Amended agenda item- original items 3 and 4 switched, added review of Culinary Academy)</i></p>	<p>Frank reviewed updates for the Culinary Academy. Stephanie G. will now be working on the project with Frank and Josh. Five key areas from the survey and prior meetings were reviewed: ServeSafe (consensus from industry members that certification needs to go beyond basic food handling permit), knife skills, sauce skills, baking basics, butchery. Ken Druley stated that cost control should be another important area to focus on. The industry members suggested building up to a capstone experience (i.e. participants prepare a meal for their family/friends). Frank stated that there should be multiple delivery forms and offered as a 32-48 hour boot camp. Consensus that an umbrella badge should be focus for completing all key areas, but participants should be able to take individual workshops if unable to complete entire series. September target date for lesson plan, mid-</p>

			<p>October target date for enrollment/start date. Doug recommended having industry partners send fall/winter staff to academy as part of their required orientation/training. Frank began review of the Year 2 planning document/objective language from Michael. Denise reviewed 18-24 year-old JOIN programs and stated that her staff could help recruit attendees to ADVANCE workshops, and if they are eligible, may be able to provide on the job training.</p>
<p>4. Review July 14 Results</p>	<p>20 min</p>	<p>Walk through the information from the July workshop</p>	<p>Michael reviewed the July 14th process and crafted a preliminary set of objectives (see attached). Michael stated that it will be key to link programs to enrollment. Next steps—need to set goals for how many completers are expected for report. Michael stated that the group captured the core objectives that jumped out from the Year 2 workshop, but we may want to do more and encouraged other suggestions/thoughts. Michael reminded the group that the overarching framework of the curriculum needs</p>

			to reflect the planning document.
5. Next Steps HTRR Meetings – 1 st Wednesday	15 min	Action Items Review Meeting schedule for the summer and 2016-17 program year September 7, 10am-12pm	Frank/Josh/Stephanie- Continue to develop Culinary Academy curriculum and reach out to industry partners for instructors, etc.