

# LAKE TAHOE ADULT EDUCATION CONSORTIUM

10/05/2016

10:00am – 12:00pm

Hospitality Tourism Recreation Retail  
Working Group (HTRR)

**LTCC Aspen Room and Conference Call:**  
888-450-4821  
Passcode: 439935

**Chair:** Brad Deeds, Dean of Workforce Development and Instruction, LTCC  
Christen Martinez, Recruitment and Training Manager, Harrah's/Harvey's

**Facilitator:** Michael Ward, HighBar Global

**Recorder:** ADVANCE Staff

**Partners:** Marilyn Ashlin, Seth Barker, Danielle Bogan, Jason Buckingham, Denise Castle, Cristen Carnahan, Eric Cambria, Scott Craig, Christopher Croft, Kenneth Druley, Brad Deeds, Jane Flavin, Alexis Foley, Frank Gerdeman, Steve Heggen, Heidi Hill Drum, Klaus Feyersinger, Katie Gannon, Ivone Larson, Bill Martinez, Laura Moriarty, Jenna Palacio, Randy Peshon, Brandon Reed, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Justin Sinner, Melinda Stearns, Eric Sturgess, Gary Sutherland, Justin Sinner, Josh Sweigert, Steve Turner, Patrick Traynor, Michael Ward, Megan Waskiewicz, Doug Williams, Jenny Wilson  
Present Call-in

## AGENDA ITEMS

Topic	Tim ing	Approach or Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview Agenda, Brief Updates, New Members	<ul style="list-style-type: none"> <li>Katie Gannon, reporting via phone, on behalf of Jenny Wilson and EDC WIOA I Partners.</li> </ul>
2. Director's Report	15 min	Information Updates	<ul style="list-style-type: none"> <li><b>PR update:</b> Op Ed Article ran in Tahoe Daily Tribune (TDT) on 9/9/2016; Culinary Boot Camp Interview Article ran in TDT on 9/30/2016.</li> <li><b>Kirkwood Culinary Boot Camp Project:</b> Meeting with Amador County Adult Education on 10/3/2016 to discuss development of a Kirkwood Culinary Boot Camp. Goal is to push CTE programming into Alpine County. Kirkwood (and Sorenson's) are great central locations with a kitchen to facilitate a boot camp. Kirkwood boot camp date is TBD, late fall '16 or early spring '17. Follow up meeting scheduled for 10/17/2016, to include Alpine County and WIOA Title I Partners.</li> <li><b>Hiring Events at LTCC:</b> WIOA Title I Partners are holding hiring events on campus: ServPro Hiring event yesterday and upcoming Caesar's Hiring Event on 10/25/2016. A great way of bringing ADVANCE partnerships onto campus and engaging LTCC students (in addition to</li> </ul>

			<p>community members) who may be interested in jobs.</p> <ul style="list-style-type: none"> <li>• <b>ADVANCE Monthly At-A-Glance Calendar:</b> Monthly calendar to include ADVANCE services, ADVANCE hosted events and ADVANCE meetings. Circulation: currently being e-blasted at LTCC; soon to be posted on website and plans to circulate throughout community.</li> </ul>
3. Work Plan Update	20 min	Presentation/review of previous and current month (September/October)	<ul style="list-style-type: none"> <li>• <b>Culinary Boot Camp Update:</b> Boot camp kicks off with the 5-week format on 10/18/2016; sign-ups ongoing as late as 10/17<sup>th</sup>. Tahoe South Restaurant Coalition voicing interest in sending employees to the boot camp. JOIN, Inc. is circulating boot camp information in the Carson City area.</li> </ul>
4. 3-month Work Plan	45 min	Review, update and build out next three months on the work plan (November-January)	<p><b>Culinary Boot Camp:</b></p> <ul style="list-style-type: none"> <li>• <b>Curriculum:</b> <ul style="list-style-type: none"> <li>○ <b>Purpose:</b> <ol style="list-style-type: none"> <li>1.) For archiving and publishing boot camp curriculum as it's being built;</li> <li>2.) For standardizing curriculum and instruction;</li> <li>3.) For being prepared to align (articulate) the coursework (begin in April 2016), at the CA Community College level, to approve the coursework for LTCC at the credit-bearing level (by fall 2017).</li> </ol> </li> <li>○ <b>Content:</b> Recipes, instructional design and instruction methodology, along with embedded basic skills integration.</li> </ul> </li> <li>• <b>Badging, Design &amp; Implementation:</b> <ul style="list-style-type: none"> <li>○ <b>Starting point:</b> Produce local certificates, driven by local industry buy-in, and think about articulating and digitizing the badge at a higher level.</li> <li>○ <b>Goal:</b> Articulate/ define a meaningful badging system, by December 2016, for documentation in employee files. LaunchPath identified as a co-sponsor for product delivery.</li> </ul> </li> <li>• <b>Enrollment:</b> <ul style="list-style-type: none"> <li>○ <b>Goals:</b> <ol style="list-style-type: none"> <li>1.a) Boot camp completion connects students to an educational or a career pathway;</li> </ol> </li> </ul> </li> </ul>

			<p><b>1.b.)</b> Movement of boot camp coursework to include credit-based culinary enrollment;</p> <p><b>2.a.)</b> 25% of Culinary boot camp participants enter a work-based learning experience in the community;</p> <p><b>2.b.)</b> Current LTCC Work and Internship Experience Program, move towards becoming full pre-Apprenticeship Program.</p> <ul style="list-style-type: none"> <li>○ <b>Opportunity &amp; Engagement:</b> <ul style="list-style-type: none"> <li>✓ Build a digital job board;</li> <li>✓ Engage WIOA Title I Partners, Cal Jobs and LaunchPath.</li> </ul> </li> </ul>
	15 min	Discussion of marketing/outreach and/or professional development needs	<ul style="list-style-type: none"> <li>• No discussion this session.</li> </ul>
5. Next Steps HTRR Meetings – 1 <sup>st</sup> Weds. monthly	15 min	Action Items Review Next meeting: 11/02/16	<ul style="list-style-type: none"> <li>• Next Month develop a fully detailed outline for the HTRR Workgroup: Michael, Frank and Brad absent – will be at AEBG Annual Summit.</li> </ul>