

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

09/08/16
 10:00am – 12:00pm

LTCC Board Room
 and Conference Call:
 888-450-4821
 Passcode: 709771

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, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Scott Craig, Christopher Croft, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, John Fry, Katelin Gannon, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, 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, Michelle Risdon, Christen Rodriguez, Andrea Salazar, Penny Shervey, Justin Sinner, Melinda Stearns, Kim Stephenson, Eric Sturgess, Gary Sutherland, Josh Sweigert, Amber Tanaka, 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	Michael welcomed the group and introductions were made. Michael provided a brief overview of the history of ADVANCE up to present for new members and highlighted the vision to create a community driven system of adult education and workforce development without a reliance on the old version of an adult school. Michael introduced Brad Deeds as the new Dean of Workforce Development and Instruction, stated that he was the former State Director of Nevada, and Brad stated that he hopes to be connecting individually with partners in the near future. Michael reviewed the agenda and then turned it over to Frank for the Director’s report.
2. Director’s Report	10 min	Updates and Information	Frank announced that HSE testing has expanded and a regular schedule will be established starting this month. The second Monday of every month will be held at the FRC in Spanish, the second Wednesday will be held in English (possibly held at LTCC or another location within the community), and

			<p>the fourth Saturday will be held at LTCC in both English and Spanish. Frank added that testing will be offered at the jail and in Alpine County with a goal start date of late fall of this year.</p> <p>Marilyn Ashlin provided a quick update on two services offered through the Foundation for California Community Colleges, LaunchPath and Career Catalyst, which promotes work-based learning and supports regional collaboration. Michael encouraged Marilyn and Brad to connect.</p>
<p>3. Year 2 Plan Implementation</p>	<p>15 min</p>	<p>Review objectives & performance outcomes for 2016/17 key assignments: consortium, workgroups, network hubs, LTCC staff</p>	<p>Michael reviewed the year 2 planning priorities slide and specifically highlighted the importance of maximizing enrollment and decentralizing delivery point hubs to meet adult learners where they are (i.e. FRC, library, business sector). He reviewed the importance of mobilizing GFSF “like” advising in order to guide learners through these hubs and develop individualized pathway plans.</p> <p>Michael reviewed the charter of work, series of objectives and the (3) workgroups. HTRR: Michael highlighted the high level of engagement from industry partners, who make up 50% of the group. Assessment & Transition: Alexis reviewed the function of the A/T group and the current focus of developing a shared orientation with WIOA/JOIN, Inc. partners. Frank added that school district partners will be providing parenting programs around new common core standards. Frank also highlighted that technology will soon support community relationship building—CommunityPro Suite will allow for real time sharing/ referring/ accessing and will help support the no wrong door/no slammed door approach. Marketing & Outreach: Marketing as third group with the goal of communicating ADVANCE—other groups should be sending in requests for support to this group.</p> <p>Michael reviewed workgroup schedules for new members.</p> <p>Action Item: Michael will re-send the link to the google document. Please send personal</p>

			<p>email address to Nicole if unable to access with work email.</p>
<p>4. Workgroup 6 Month Charters</p>	<p>45 min</p>	<p>Operationalize Year 2 Objectives: 1. Review & approve Workgroup Charters with Action Plans through January 2017 2. Consortium Partners Action Plans 3. Network Hub Requirements 4. LTCC staff support plans</p>	<p>HTRR: Michael reviewed the refined purpose of the group and objectives for the charter of work through January 2017.</p> <p>Josh reviewed the Culinary Boot Camp, a 40-hour course that will be offered in two structures—intensive (1) week and the second over (5) weeks. The (1) week intensive course will be geared towards those who are unemployed, new hires, and/or out coming high school students. The (5) week structure is geared more for those currently employed. Both will be launched mid-October with the hope of offering the (1) week option again in November. Josh reviewed the curriculum, which was developed with the help of an LTCC culinary instructor, and stated that they hope to have guest chefs and the ability to offer jobs at the end of each boot camp. Josh also reviewed the 21st Century Skills lesson content that will be incorporated into the courses in order to address work readiness and soft skills. Josh walked the group through the (5) month plan in the google doc.</p> <p>Justin stated that there are roughly 25 restaurants participating in the Restaurant Industry Group and that sharing well-trained staff amongst members may help keep staff full-time.</p> <p>Frank stated that ADVANCE can serve as the incubator for these programs and can run with any number of students. Brad supported these statements, adding that no restrictions allow the program to run, modify with industry feedback, and get people employed. Michelle Risdon stated that it is exciting to see a culinary program developed from industry up in order to best serve the needs of the employers in the region and to best prepare those entering the workforce. Michelle clarified for the group that these boot camps are not for credit programs that will result in certification badges and Michael added that</p>

the long term goal will be for participation in college programs. Michael requested an ongoing commitment to programs from industry members.

Marketing & Outreach: Michael reviewed the charter of work and emphasized that ADVANCE programs, like the boot camp, will be marketed as “scholarship programs” and not “free programs.”

Michael stated that collateral will be internally managed within the group and industry members will be asked to co-brand and shape content.

Michael reviewed the ADVANCE logo and sample letterheads and the idea to move in the direction of connecting separate organizations with the ADVANCE network without replacing any existing logos/brands/etc. **Assessment & Transition:** Michael used WIOA/JOIN, Inc./ADVANCE joint orientation sessions as an example where the Marketing workgroup will produce the flyer but will need content from JOIN, Inc. and WIOA to complete. Michael stated that the google doc link will include the work plan for ongoing months. Michael also noted the importance of incorporating an advising role into the Department of Equity, looking beyond specific events, and focus on pathways advising. Last, Michael stated that the group needs a professional development function and the ability to plan marketing and training in two month intervals so it is done timely.

Beverly asked if boot camp participants will be referred to joint information sessions, and Alexis confirmed that she will be making short presentations to the group. Michael asked how ADVANCE programs are being connected to Alpine and Amador counties, and Frank stated that we will be taking services directly to them and meetings to explore options are being scheduled.

Michael stated that work plans will be driving agendas and made a call to action for network partners to help get participants to the info sessions, boot camps, etc. Michael encouraged partners to advocate and

			navigate all potential participants towards ADVANCE programs.
5. Community Pro Suite	15 min	Implementing the "Backbone" system	Frank presented on CommunityPro Suite and stated that it allows all data systems to share information, interact with participants in real time, and supports and encourages integration. Frank asked members to contact him to complete data sharing agreements if interested in moving forward and reminded members that CPS supports WIOA requirements, is HIPAA and FERPA compliant, and will help avoid lost participants and slammed doors. There is no deadline to join.
6. ADVANCE Logo	15 min	Implementation and Use Guidelines	This agenda item was not discussed due to time limitations.
7. Next Steps – LTAEC Meetings 2nd Thursday	5 min	Action Items Review	<ul style="list-style-type: none"> • Contact Frank regarding any CommunityPro Suite questions or to complete a data sharing agreement • Partners refer clientele to ADVANCE programs <p>Workgroup Schedules:</p> <ul style="list-style-type: none"> • HTRR Workgroup 1st Wednesday, 10am-12pm Aspen Room • Assessment & Transition Workgroup 1st Wednesday, 12:30-1:45pm Aspen Room • Marketing & Outreach Workgroup 2nd Thursday, 8:30-9:45am Board Room • ADVANCE LTAEC Network Meeting 2nd Thursday, 10am-12pm Board Room

ADJOURNED AT 11:53AM