

LOS MEDANOS
COLLEGE

LMC CTE Committee

Tuesday, April 9, 2024, at 1pm
President's Conference Room – SS4-409

or

Meeting ID: 530 630 5656

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[ZOOM](#)

Attendees: Rachel Anicetti, Bill Bankhead, Tawny Beal, Dennis Franco, Michael Kean, Lavora Mathis-Payne, Cindy McGrath, Gretchen Medel, Randi Osburn, Tanita Richardson, Janice Townsend, Kim Wentworth

Item Number	Topic/Activity	Lead	Notes
1	Welcome & Safety Moment	D. Franco M. Kean	Dennis opened the meeting by welcoming all attendees. Mike led the Safety Moment discussion to advise that the County Hazardous Waste Department can dispose of your metal, computer equipment, cables, paint, chemicals, etc. It's free to use and supports the environment.
2	National Library Week	B. Bankhead	Bill led the discussion by giving a shout out to Kim and her staff for their continuous support of CTE & WED with the resources they provide to our programs. He also mentioned they do very well with their grant fund usage and manages to stay within the budgeted allowance, coming in just pennies under. Bill mentioned there are resource guides for every major on the LMC Library site (i.e. how to get jobs, test prep guides, equity issues, industry specific Spanish guides, etc.) He encouraged faculty to go to the Library page to review their disciplines to continue to support students. Mike mentioned that PTEC has a lending library and Teresa has been supportive in maintaining it for his department.
3	Job Fair/Work Experience	R. Anicetti	Rachel discussed the upcoming Spring Job Fair and how they have changed things a bit this year vs. years prior; partnering with all majors to expand opportunities for Summer. Rachel also discussed Work Experience Education. <u>What Comes Next- Internship & Job Fair (Flyer attached)</u> <ul style="list-style-type: none">• Sample of employees participating is shown on the website for students to see (i.e. Environmental Protection Agency, City of Pittsburg, School Districts, etc.)• Invitations out to 150+ employers; 45 reserved

			<p>ACTION: Advise Bill if you want invites to go out to certain employers. Faculty are encouraged to bring their classes to the Job Fair. Encourage students to register as employers see the list of registrants for follow-up.</p> <p>Mike mentioned it might be helpful to have a mock career fair as some students need help with their “elevator speech” when approaching employers at tables.</p> <p>Dennis appreciated Rachel & her team for their partnership.</p> <p><u>Work Experience Education</u></p> <ul style="list-style-type: none"> • Title V changed guidelines and we made academic curriculum updates based on those changes <ul style="list-style-type: none"> ➤ No separate general work experience vs. occupational work experience courses; now all together ➤ Any student in any major is eligible for work experience ➤ Designed learning experience related to occupation ➤ WRKX 160 to be deactivated ➤ WRKX 170 will be designed to support all majors ➤ Continuing WRKX 180- Internship ➤ 1 unit = 54 working hours, regardless of paid/unpaid; 4 units = 216 working hours ➤ No challenges noted; should expand opportunities ➤ Registration process is the same ➤ Every semester there will be Flex training for Work Experience <p>Lavora wanted to know how pre-nursing, liberal arts, and math/science could align. Rachel gave the example of a student working in retail creating a sanitation guide which would support the nursing path.</p>
4	Advisory Board Best Practices	D. Franco B. Bankhead	<p>Dennis led the discussion and advised faculty of the following meeting objectives:</p> <ul style="list-style-type: none"> • Share what you are doing and get feedback from stakeholders • Leave time & space for employers to provide more feedback; more robust discussions • Talk through changes • Ensure it is not a program “showcase” and that it is in depth • Have a clear goal in mind; what’s relatable • Ensure the meetings build on each other and leads to completion of goals <p>Bill also advised that it is advantageous for the faculty to share best practices with each other, share what challenges they may have and what lessons were learned, what’s working well/not, etc. In addition, Bill spoke to keeping the benefit of the employer at top of mind, honing in on attendee selection, recruiting, goal setting and skill gaps.</p> <p>The group shared the following meeting ideas:</p> <ul style="list-style-type: none"> • Ice breaker suggestion to drop an email in the chat, for those on Zoom. Call on people (popcorn introductions) • Expand attendee invite list (vet groups, city board, etc.)

			<ul style="list-style-type: none"> • Plan/prep prior to meeting • Share shaping information • Make connections, problem solve • Act on what is learned within the meetings • Discussion of mission statement/values and demographic information • Obtain former student feedback on how prepared/not they felt • Partnering with High Schools more <p>Dennis closed the discussion by thanking Janice and her team for having a clear agenda at their meetings and taking critical feedback from attendees, then moving forward with action.</p>
5	Grant Partnership Opportunities	B. Bankhead	Bill led the discussion with advising the group to connect with their counterparts at local High Schools on how to partner or engage with each other. Advise them of how we are proceeding with grant funds; look for linkages to support their efforts. The High Schools have to have matching funds so connecting with them will increase interaction with faculty to obtain direct insight on funding needs.
6	Upcoming Recruiting Opportunities	B. Bankhead	<p>High School Senior Saturday- April 20th and April 27th – Sign up with Outreach for tabling</p> <p>Speak with Outreach about other upcoming High School events; Adjunct (OAS) can support recruiting efforts.</p> <p>Invite counselors to your classes to promote enrollment for Fall 2024; what class is next in sequence?</p>
7	Announcements	D. Franco B. Bankhead	<p>Dennis advised there were two successful recruitments for Automotive and ECE. Faculty for these positions will be announced in the near future.</p> <p>Bill mentioned that Mike Kean does a great job with getting employers to come to the college. Dow & Chevron were the most recent employers Mike brought to the college for site visits and PTEC program discussions.</p>

Next Meeting: Tuesday, May 14, 2024, at 1pm