

TTCCP Coordinating Committee

Meeting Minutes

1pm - 2pm, Monday April 23, 2018

TCOE, Granite Room

Attendance: Jim Underwood, Sarah Supahan, Travis Finch, Jill Richards, Samantha Chilcote

1. Approve Minutes Last Coordinating Meeting
  - A. Jim Underwood makes a motion to approve the minutes, Sarah Supahan seconds the motion, approved unanimously
  - B. See Minutes TTCCP Coor Comm 033018.doc
2. Outstanding Action Item Update
  - A. Sarah:
    1. ask Shasta College about how to get dual enrollment for Southern Trinity
      1. Jim: no formal process for establishing dual enrollment, might be useful for us to recommend a process based on available models
      2. Travis: Shasta will cover unpaid internships, What if ITV (Interactive TV) classes offered at Shasta on video at high school classroom location as a short term solution, could high schools coordinate schedules around this offering and is there a minimum enrollment, **Travis will follow through to see what opportunities there might be**
        1. Sarah: Hayfork overwhelmed by mold issues
        2. Jill: offer to adults to as well as short courses (this might work better for next year because course schedules are already out for next year)
      3. Regent Meeting Friday at 10:30 at Young Family Ranch: **Travis will attend**, Lots of bond money for projects, could be opportunity to discuss those as upcoming facility improvements
        1. **Samantha research dual enrollment and college programs already out there by Friday**
  - B. Travis:
    1. Send out a complete mailing list and final survey for businesses questionnaire

1. Got a list of people from Kelli Gant but no addresses, waiting for word from Willow Creek, and Veronica Albiez to determine survey platform
2. Surveys will be sent out week of May 7<sup>th</sup> and returned to TCOE  
Attn TTCCP

C. Jim:

1. will follow up with specific Ag Programs
  1. Not compete, Josh will coordinate with Jim to engage Hayfork HS, Trinity HS, and Southern Trinity about Ag groups as well as Mike O'Rourke
2. will follow up with Jamie Greene about if need formal request to CTEIG or School Board to match funds
  1. Jaime said he would support our proposal for funding, but no formal notice of funds to CTEIG by Friday
    1. Jim wants to revisit budget ASAP- might be used for insurance, transportation, technology etc but need to determine action items first
  2. Potential avenue might be TTCCP providing a process and tracking of opportunities
    1. Samantha will add budget discuss into next agenda
    2. Samantha will request budget for all other NST programs
    3. Samantha will ask Hope Seth, Reach Higher Shasta Coordinator, about how they use budget (personnel, equipment, logistics, etc) and hour per week worked
3. Since we are not having a partner meeting in May, the Coordinating Committee wants feedback on Goals and Objectives so we can develop more concrete action items in the future,
  1. Samantha will format of draft to landscape orientation and email Partner Committee asking for suggested potential action items as well as additional Goals and Objectives as they see fit
  2. Make Goals and Objectives Discussion Feedback and Action Items focus 060118 Partner Meeting Agenda

3. Old Business

A. Org Chart (Jim)

1. Workings Groups are now called Action Teams
  1. Samantha will change language in agendas, meeting minutes, file structure
2. See Revised TTCCP Org Chart with Work Groups and School Path Focus (3-21-18).pdf

- B. TTCCP Coordinator (Josh)
- C. Workman's Comp and Insurance Considerations (Sarah)
  - 1. Samantha will ask Hope Seth how Reach Higher Shasta address insurance issues
  - 2. Sarah will get Fabio's input on Kevin O'Rorke's email
  - 3. See Insurance Discussion.doc
- 4. Work Group Update – **15 minutes**
  - A. Business Questionnaire (Travis)
    - 1. See Questionnaire Transmittal Letter (4-1-18).doc
  - B. Goals and Objectives (Travis and Jim)
    - 1. Review and Discuss TTCCP Evolution & Possible Course Adjustments
      - 1. Dignity of Man
      - 2. School focused consistency with TTCCP priorities
    - 2. See Revised Draft TTCCP Goals & Objectives.doc
  - C. ACEs (Sarah)
  - D. First Year College Community Connection (Sarah)
    - 1. And other measures of success
    - 2. Sarah says some measures are being collected but we don't have access (National Student Clearinghouse and CalpathsPlus) –local vs national
      - 1. Sarah will inquire into the status and challenge of getting National Student Clearinghouse and CalpathsPlus metrics
      - 2. Samantha will follow up with Fabio about his metrics from last Partner meeting,
      - 3. Samantha will summarize LCAP metrics, CA Readiness Program, NST metrics
      - 4. Samantha will send out ahead of next meeting and put on next agenda
- 5. Upcoming Opportunities and TTCCP Meetings (Samantha) –
  - A. Shasta County's College and Career Day

1. May 16<sup>th</sup>, 2018 4:00-5:00 pm, Cascade Theatre, Redding
  2. Jim will attend
  3. Samantha will RSVP on his behalf
- B. Determine suitable day and time for regular Coordinating Committee meetings
1. Second Monday of each month at noon in TCOE conference room, until September then that is NST's regular meeting time
- C. Review Agenda June 1 Partner Meeting
1. see Agenda 060118 Partner Committee.doc
6. Action Item Review (Samantha) –
- A. All- talk with others stakeholders regarding their vision and thoughts on Goals and Objectives
1. Travis and Jim will lead an Action Team, Samantha will provide input as needed
  2. Goals and Objectives Action Team (Coordinating Committee) to have internal discussion and revise for next meeting – Travis, Jim, and Sam will revise Org Cart in relation to CTE
- B. Travis
1. Travis will follow through to see what opportunities there might be ITV through CTE and in Trinity County
  2. Travis will revise Org Cart in relation to CTE
  3. will attend Regents meeting this Friday and tell Samantha when the next meeting is so she can put it on the calendar
  4. will be sent out the Business Questionnaires the week of May 7th
- C. Jim
1. coordinate with Josh to engage Hayfork HS, Trinity HS, and Southern Trinity about Ag groups as well as Mike O'Rourke
  2. will follow up John Underwood how education and business at Southern Oregon handles insurance question
  3. Attend Shasta County College and Career Day (Samantha will RSVP and put on TTCCP calendar)
- D. Sarah

1. Will ask Fabio Robles to follow up on understanding what Kevin O'Rourke's email means for TTCCP
2. Sarah will inquire into the status and challenge of getting National Student Clearinghouse and CalpathsPlus metrics

E. Josh

1. will coordinate with Jim on outlining the Hayfork HS, Southern Trinity, and Trinity HS Ag groups, as well as engaging Mike O'Rourke

F. Samantha

- 1. Dual enrollment programs and degrees programs by Friday**
2. Archive meeting materials present and future
3. Add Regents Meeting to TTCCP calendar
4. will RSVP for Jim and put Shasta County College and Career Day on TTCCP calendar
5. Email Partner Committee: Since we are not having a partner meeting in May, we want feedback on Goals and Objectives so we can develop into more concrete action items in the future, turn landscape orientation and ask for suggested action items under each Goals and Objectives as well as additional Goals and Objectives as they see fit
6. will follow up with Fabio about his metrics, LCAP metrics, CA Readiness Program metrics, NST and send out ahead of next monthly
7. change Org Chart, Agendas, meeting minutes, file structure to change Working Groups to Action Teams
8. will create an Goals and Objectives Action Team folder and add to agendas
9. Will add metrics discussion to next Coordinating Committee agenda
10. Will add Budget Discussion as well as Goals and Objectives Discussion Feedback to next Coordinating and Partner Committee agendas
11. Request proportion of budget used by other NST as personnel, equipment, logistics, etc from Kevin O'Rourke

12. Report back on phone call with Hope Seth, Reach Higher Shasta  
Coordinator
13. May 14<sup>th</sup>, noon next Coordinating meeting, now monthly meeting second  
Monday
14. Send out model for process to match student and employers, Coordinating  
Committee