

TTCCP Coordinating Committee Meeting Minutes

1 – 3 pm, Monday May 29st, 2018

TCOE, Boulder Room

In Attendance: Jim Underwood, Sarah Supahan, Jill Richards, Samantha Chilcote, Josh Smith  
(on phone)

- 1) Approve Minutes Last Coordinating Meeting
  - a) Sarah motion to approve, Jim second
  - b) See Minutes 051418 TTCCP Coordinating Committee.doc
- 2) Old Business
  - a) Finalize draft Goals & Objectives with Actions.doc
    - i) Sam: Populate with grant deliverables, send to Jim for review and then to Ashley for printing Thursday morning, Can Nick bring home?
    - ii) Sam: Send out agenda and meeting materials to Partners after Jim approves, will focus on Goals and Objectives, will send out minutes after with opportunity for additional partner input
  - b) Review Agenda June 1 Partner Meeting
    - i) Revised and cleared for distribution
    - ii) see Agenda 060118 Partner Committee.doc
- 3) New Business
  - a) Formalize process review of proposal and capacity
    - i) WRTC needs to submit any grants applications to Cindy or Nick
    - ii) Travis has continued discussions with Dignity of Man about donations
    - iii) Sam: Process for routing grants TTCCP, budget decisions etc decisions at Coordinating Committee level
  - b) Current funding
    - i) Current timeline, deliverables, capacity, reporting requirements
      - (i) McConnell Foundation (MOU-NST-3-10-17.pdf)
  - c) Match funding
    - i) Timeline, deliverables, capacity, reporting requirements

- (i) NFWF (Grant Proposal 2017\_NextGEN\_YCC\_NFWF.pdf)
- (ii) School Readiness Program 2017-2018
- ii) Paperwork for approval
  - (i) In-Kind – Match Document 2017-2018 Needs Signature.pdf
  - (ii) NST Match Form for Signature.doc
  - (iii) WRTC Budget 2018 TTCCP budget.xls
  - iv. Jim will review and
- iii) Future funding
  - (a) Future timeline, deliverables, capacity, reporting requirements
    - (i) Technology
      - 1. Identified as need, apparently upgrade is not a money issue, it is a provider contract issue, Travis looking at options for adding bandwidth to stream live video
        - a. **Sam: Future agenda item Coordinating Committee**
    - (ii) CTEIG – (letter to TAUSD)
      - 1. Tasks: Need assessment (Building relationships), Develop work-placed process, Business Portal, Survey follow-up
        - a. Shasta College has a short class on life skills through dual enrollment
      - 2. Potential Deliverables: Business questionnaire, monthly feedback to and from CTE, phrase TTCCP support to CTE mission, adding capacity and staff support
      - 3. How will this person differ from TTCCP Coordinator? And should it be routed through WRTC?
        - a. Update on new hire,
          - i. **Josh will ask Teckla Johnson, if she is interested in FT work? (Career Experience Program Placement with a focus on THS)**
      - 4. How to invite Hayfork and Southern Trinity (ask \$4,500 each school) to participate?
      - 5. **Jim will send CTEIG budget to Sam and Josh**
  - (iii) First 5 – (TTCCP First 5 Grant 2018-2019.doc)

1. Need to introduce younger kids to what jobs are out there, there is a new curriculum that will help introduce to new jobs, alumnae book
2. Change entity to Watershed Center (fw9 blank.pdf)

iv. Josh: refine budget

d) Internships

i) Southern Trinity

- (1) TTCCP can offer access to more employers an logistics, online mechanism or coordinating students and employers, dual enrollment

(2) Jim will

- (a) follow up with Paul (THS) regarding are courses already set for 2018-2019 at THS,
- (b) draft letter for Southern Trinity asking Southern Trinity to participate and what are benefits TTCCP can offer,
  - (i) new staff to coordinate who will likely be place at THS (will meet with Maria to identify needs and do they conform with TTCCP goals and priorities, document and place in place, follow through on technology,
- (3) WEEP (Work Experience) Course Description.doc
- (4) Contact Tanya Meyer, K-14 Career Pathways, Technical Assistance Provider, Far North Region, Feather River College, (530) 927-7747, [tmeyer@frc.edu](mailto:tmeyer@frc.edu)

4) Action Item Review (Samantha)

a) Calendar: Jim June 23<sup>rd</sup> to July 8<sup>th</sup> and Josh one month (June 9<sup>th</sup> -)

b) Sam:

- i) Populate with grant deliverables, send to Jim for review and then to Ashley for printing Thursday morning, Can Nick bring home?
- ii) Submit match paperwork to NST for fiscal 2017-2018
- iii) Reprint 052918 materials for archive that Jill took
- iv) Send out agenda and meeting materials to Partners after Jim approves, print materials for archive
  - (1) meeting will focus on Goals and Objectives, will send out minutes after with opportunity for additional partner input
- v) Process for routing grants TTCCP, budget decisions etc decisions at Coordinating Committee level
- vi) Technology as Future agenda item Coordinating Committee

c.) Josh will

- i) ask Teckla Johnson, if she is interested in FT work? (Career Experience Program Placement with a focus on THS)
- ii) refine budget

d.) Jim will

- i) send CTEIG budget to Sam and Josh
- ii) follow up with Paul (THS) regarding are courses already set for 2018-2019 at THS,
- iii) draft letter to Hayfork and Southern Trinity asking Southern Trinity to participate and what are benefits TTCCP can offer,
  - i. new staff to coordinate who will likely be place at THS (will meet with Maria to identify needs and do they conform with TTCCP goals and priorities, document process for Career Experience Placement, follow through on technology