

### **LAH3C Director's Meeting**

**January 6, 2017**

**10 am – 12 pm**

#### **Members Present:**

Maria Calpito (LATTC)  
Mindy Feldbaum (The Collaboratory)  
Linda Daniels (MCS)  
Gail Coyne (ELAC)  
Carmen Dones (Conference Call) (WLAC)  
Jenna Roman (Conferece Call) (WLAC)  
Erica Mayorga (LASC)  
Parvaneh Mohammadian (LAMC)  
David Turcotte (LAPC)  
Sandra Ramirez (LATTC)  
Shahriar Sharifi (LATTC)  
Ofelia Ramirez (LATTC)  
Hever Hillebrandt (LA Chamber)  
Carlos Vasquez (LATTC)  
Linda Delzeit (LATTC)  
Israel Fonseca (LACC)  
Victor Facio (LACC)  
Adrea Williams (Southside Coallition)  
Alex (CCAC)  
Ofelia Ramriez (LATTC)

#### **No Show:**

Piper Watkins (LAHC)  
Pricilla Lopez (LAHC)

- I. Introductions
- II. External Evaluator College Visits (Connie Tan & team)
  - Week of February 6<sup>th</sup> or February 13<sup>th</sup>
  - Institute day tentatively planned on February 13<sup>th</sup>.
  - February 13<sup>th</sup> or February 27<sup>th</sup> will be proposed to External Evaluator Team. Also propose to see if Connie Tan can join on institute day. Maria Calpito will email consortium when there is an update.
- III. Digital Badge Procedures
  - Linda Delzeit will train someone at each college to coordinate their digital badges for their own college as a coordinator. When this person has permission to digital badges they will have full permission to see the full digital badges (they are the manager). Until someone is trained from each college, Linda will be in charge of all digital badges.
  - Question by Linda: Do we want to continue the badges? If yes, Linda will work on the policies & procedures.
  - Industries are looking for the potential workers with specific skill sets their looking for & digital badges are an easy & accurate way for them to find this; Qualified, trained, & certificated potential workers. Digital badges speeds up the process for industries to have access to these potential workers.

- What needs to happen at the college level to start the process? Linda needs an email from every college for digital badges to be implemented (Pending: Southwest, City, West, Harbor)
  - i. How to get the approval from curriculum & district level
    1. Linda is working on them
  - ii. How to implement
  - iii. Employers need to be educated on digital badges.
    1. Student needs to promote to the employer what the digital badge represents.
    2. Students need to add digital badges to their resume.
      - a. Sample resume sent to students
      - b. Instructional video
      - c. More emphasis on resume workshops
      - d. Digital badges need to more emphasized on portfolium.
      - e. Push digital badges/portfolium into college wide (student services).
      - f. Worksource center Resume Writing Techniques Workshop (Tuesdays at 10:00 A.M. at LATTC).
        - i. Carlos will send out more information about Resume Writing Techniques Workshops in different areas for students.
- Question by Par: Who would be great at coordinating digital badges?
  - i. Pierce College: VP of Pierce College
  - ii. There is no specific answer to who will be coordinating the digital badges as digital badges are growing.
- Big PR push around digital badges at the LA Chamber of Commerce.
- New format of digital badges will be up within the next few years.
  - i. New badges have already been distributed to students.
  - ii. Once the students emails are in credly, the students will be receiving their badges through there. The students campus email will be used.
    1. Should ask for 2 emails so when the students stop using their campus email when graduated to be able to reach out to them.
    2. Area of opportunity is through the portfolium website.
- Procedure:
  - i. Course gets created in canvas
  - ii. Teacher gets assigned
  - iii. Whoever is assigned to the badging is also assigned as teacher on canvas and will give out the digital badges.
- Potential dates for employment partners & resume review process meetings.

#### IV. Employer Partner Update

- LA Area Chamber of Commerce
  - i. Identify last weeks in March for Mock interviews that graduated in Fall or will complete in Winter. Ever will send everyone an email with that date. (March 27, 28, 29 potential dates)
  - ii. Strategy to try to coordinate with a major employer for a hiring event specific to them to invite HOC students & other healthcare program students. If this does happen we will need to recruit students to have enough candidates for employer.
    1. Possibility to get the HR managers together to educate them about the background to the students to label their positions as health occupation positions. Focusing on that specific employer & their specific needs.

*We provide our students and community with high-quality academic, technical, and professional educational opportunities that: meet their career development and academic goals; foster a climate of life-long learning; prepare our students to participate effectively in our society; and generate economic development with our educational, governmental, community and business partners.*

- Community Clinic Association of Los Angeles County
  - i. Employment opportunity (Vista): Internship for 1 year opportunity with 10 different positions. Positions will start in April. Students will get stipend. (Passed Flyers around)
  - ii. Shadow days: February 21 – 24<sup>th</sup>. Will email flyer to Sandra to send out to consortium.
- Managed Career Solutions
  - i. January 25<sup>th</sup> – healthcare recruitment (working with ELAC, LATTC, LACC). The goal is to see more LAH3C students attend. Has employers that are ready to hire students for entry level positions.
  - ii. Maria will send the flyer for healthcare recruitment that is happening every month.
  - iii. Get the companies to post on portfolio asking for digital badges.
- Southside Coalition
  - i. Clinics for healthcare coming up.
  - ii. Needs to know the different programs. Maria will provide the breakdown.

#### V. Health Occupations on the Move Job Fair

- January 31, 2017 (Tuesday)
- Employer Status Update
- Student RSVPs
- Draft Program
- Count Towards a Faculty Convening
- Employer portfolio workshop, student portfolio workshop, HIPAA workshop
- More faculty involvement in the job fair. Job fair is counted as faculty convening for faculty to get stipend.
- Please review flyer & program & talk to Sandra after the meeting with suggestions.
- Every college please send an RSVP to Sandra to reserve a table.
- 17 employers RSVP. Need to push student RSVP's: Visit classes, send emails, phone calls, pass out flyers, etc.

#### VI. Progress & Outcomes: Technical Assistance from The Collaboratory

- H-PACTS Online Orientation & Status
  - i. Mindy will be sending the outlines in the next couple of weeks.
  - ii. Next step: To show the outline. Mindy to meet with Maria separately.
  - iii. Need to have teacher access on canvas to place the online orientation.
  - iv. Maria will follow up with Joe Ratcliff to send information to Mindy.
- Sustainability Planning
  - i. Mindy will send a link to the tool kit & will help us through the process. Mindy passed around the guidelines/template.
  - ii. DOL is expecting that there will be some elements for sustainability at the end of the grant.
  - iii. Overview: January – April 2017. Sustainability plan template is considered a guideline as is the DOL toolkit.
  - iv. Plan will be sent to Mindy for approval & then to Maria for final approval.
  - v. Steps:
    1. Step 1: Deliverables & calendar meetings in the next few months

2. Step 2: Develop a vision what you really want with key stakeholders (Employer partnerships, etc.). What you want to do after the grant is over as a consortium & individually at every college
  3. Step 3: What should be sustained and/or scaled. Should be done at the individual colleges.
  4. Step 4: How to sustain. Policy, process, or action changes. Collect data to support your sustainability efforts.
  5. Step 5: The who: Who is going to be the leader? Identify roles, responsibilities, & resources.
  6. Step 6: Resources to sustain: Define instructure & resources needs & costs.
  7. Step 7: Write & complete sustainability plan.
- vi. Broader discussion about what you want to sustain as a district.
- vii. Next steps:
1. By the end of January to do a conference & to have an idea of what to be sustained. Have the group. Mindy will then have individual calls with colleges.
  2. February 3<sup>rd</sup> everyone brings an idea of what needs to be sustained at the district level (IE. Digital badges, digital literacy, HIPAA, portfolium)
- Webinars & conference calls can be done on canvas under the shell that Mindy & team has access to.
  - Next step: Naan Travers piece & employment scorecard
  - Employment script will be given by the next week or two by Mindy & team.
    - i. Paycheck stubs will be asked for from students who have provided information through the employment survey.
  - Sphereit: Identified in grant, but did not hold.

## VII. Updates & Announcements

- January 17<sup>th</sup> – Expenditure & Program Plan Due
- January 17<sup>th</sup> – Budget Modification Packets Due
- January 20<sup>th</sup> – Quarterly Reports Due (October – December)
- Follow up meeting for Employment placement strategies & resume workshops (Next 2 weeks in January Week of January 9<sup>th</sup> & January 16<sup>th</sup>)

Meeting adjourned at 12:13 P.M.

Next Director's Meeting Friday, February 3, 2017

Meetings will be 1 hour longer.

### Action Items:

- I. Maria Calpito to email external evaluation team with February 6<sup>th</sup> & 13<sup>th</sup> proposal for external evaluation college visits and will update consortium.
- II. Each College is to Email Linda Delzeit an email for digital badges to be implemented in the College.
- III. Follow up meeting for Employment placement strategies & resume workshops (Next 2 weeks in January Week of January 9<sup>th</sup> & January 16<sup>th</sup>).