

Career and Technical Advisory Committee (C-TAC)
Minutes 12-9-2010
Peninsula Job Center
11:30 a.m. -1:30 p.m.

- I. Safety Minute – Doug Grzybowski, (DOL) gave a brief safety presentation.
- II. Welcome and Introductions

Members present: Bruce Jackman (Tesoro), Wally Ward (Marathon Oil), Debbie Honer (CPGH), Rueben Foster (DOC), Bob Hammer (retired Construction Contractor), Jacob Iverson (KCHS student rep), Barry Hartman (CTE teacher rep), Randy Neill (Principal rep), Greta Cox (Counselor rep), Dan Bohrnsen (CTE coordinator), Debbie Pearson (parent rep), Loretta Spalding (District Career Guide), Tim Vlasak (School District Administrator), Doug Grzybowski (DOL).

Guests: Nancy St. John-Smith and Patty Eissler (PCHS), Dana Edwards (SoHi Engineering Teacher)

- III. Approval of Minutes – 9/30/10 – minutes approved as presented.
 - a. Bruce Jackman was asked to share the externship program his company (Tesoro) hosted this past summer under the Youth First grant. Eric Willets of Skyview worked in the field in a variety of areas, with the craft group building scaffolding, welding, electric and equipment repairs. Bruce said it was a good experience for everyone.
- IV. Workforce Development Program – CEF Grant
 - a. Academies Update
 - i. Debbie Pearson passed out a list of academies that will be held throughout the school year. Nanwalek, Homer, Skyview and the WDC/Kenai complete 7 construction academies this semester. Nikiski, Sohi and Homer held welding academies.
 - b. On line course which are offered year round are Drafting and Employability Skills.
 - c. Adult Academies and Senior Job Club
 - i. Bob Hammer said there will be two construction academies offered this year. One of the changes in the adult academies will be mandatory drug screening to meet industry standards.
 - d. Senior Job Club – Bob reported there were several applicants and a selection will be made the first of the year. Students recommended by teachers are the target group. Selected students will be trained in basic employability skills, resume writing, interviewing, etc. Their will be hands on activities to build specific skill areas needed for jobs. Successful students will have a good chance of gaining employment after they complete the program. Rueben Foster offered to show Bob the process they use for drug testing if needed.
- V. Career Construction Day
 - a. Loretta gave an update of the event which will be held April 27th at the Soldotna Sports Center. It is expected that 300-400 students from across the district will attend and learn about a variety of industry, business and apprenticeship opportunities. Loretta explained they are looking for sponsors for the event which will introduce youth to high growth careers.

- b. There will be presentation on the event January 5th at the Kenai Chamber Luncheon.
- VI. Workforce Development Program – Youth First Grant
- a. Academies Update
 - i. Loretta Spalding reported that academies funded under the grant were: PCA, ETT, Intro to Criminal Justice and a medical terminology course taught by Bruce Rife at Sohi.
 - b. Work Keys Update
 - i. Loretta and Debbie have been assisting with the test Districtwide. The test has been made mandatory by the State of Alaska for all juniors.
 - ii. Doug explained that the test was developed as a measuring tool for how prepared people are to enter the workforce. It links skill aptitude in Math, Reading and Locating Information to workforce needs and careers. The Job center offers the testing and access to the Career Ready 101 curriculum which can help people improve test scores. Some employers and many apprenticeship programs in the state require the testing for job and program applicants.
 - iii. Loretta explained that the curriculum was also available to students who may wish to increase their scores for employment or apprenticeship opportunities.
- VII. Career and Technical Education – Carl Perkins Grant
- a. Industry Experts
 - i. Dan presented a brief article staff had prepared on the industry expert program implemented this semester. Ed Parsons with ASRC had assisted with welding and Bob Hammer and Chad Sproull had assisted in Construction classes. The experts are assisting teachers in preparing students for future work by emphasizing safety and other industry standards.
 - ii. The experts have also saved the CTE department money by using their community contacts to get equipment donated to assist in construction of school portables. Bob Hammer said it was a great way to work with teachers and students to increase awareness of the industry and its standards.
 - iii. Barry mentioned that he would like to see the approved Type M return to the district. Tim explained the problems that occurred in the past and that it is currently being reinvestigated. Dan agreed that having the Type M would be the way to go.
- VIII. Federal Stimulus support for CTE courses
- a. Dan mentioned that this was the 2nd year of the stimulus funds. These funds went primarily to the shop classes. 90% of the requests were fulfilled. Supplies should be received by February.
- IX. CTSO is coming up in February and we are currently looking for a guest speaker. If anyone has any ideas please let Dan know. We are still looking for about a dozen more volunteers to help out on that day.
- a. Career and Technical Student Organizations for this year
 - i. February 17 at Sohi and Skyview
 - ii. Dan Bohrnson presented a draft schedule for the Conference which will be held February 17th at Sohi and Skyview. He asked for volunteers to assist with various portions of the competition.

- iii. Jacob Iverson said he had attended several of these events and felt they were a very helpful in building leadership, and career skills.

X. Lunch

XI. Career Pathways Breakout session I: Health and Human Services

- a. Health and Human Services
 - i. Courses Currently offered
 - ii. Additional Courses
- b. Notes from the work committee which consisted of the following people: Loretta Spalding, Randy Neil, Debbie Pearson, Ruben Foster, Patty Eissler, Nancy St.John Smith, Debi Honer, and Jackie Garcia.
 - i. Jackie opened the discussion with what apprenticeships in the medical career that The Job Center offered and what office proficiency assessments & certifications were available thru them. Kenai Medi Center currently has 6 apprentice specialists.
 - ii. Loretta then handed out a sheet that had all of the medical courses offered thru Mat-Su Career & Tech School. Loretta asked the industry ladies that were present what they would like to see our schools offer as far as classes go to help students be prepared for the medical work force. Some of the programs they would like to see available for students would be:
 - 1. training for Certified Medical Assistants
 - 2. Medical Assistants
 - 3. Dental Assistants
 - 4. Dental Terminology
 - 5. Intro to Dental assistance.
 - iii. Overall the ladies agreed that all of the courses that Mat-Su offers would be great to have available at our schools.
 - iv. Debbie Honer mentioned that classes in anatomy, physiology, data processing, computer I & II, and employability skills are all great classes to provide for students.
 - v. Ruben proposed that we offer a Leadership Course (for excellence), which would be beneficial to all students regardless of what career pathway they decide to take. After discussing this with the group we came up with some ideas that could fall under that course, ex: Intro to Corporate Culture, Conflict Resolution, Theories of Management, Bureaucratic Structuring, Time Management, and Communication.

XII. Career Pathways Breakout Session II: Process Technology/Engineering:

- a. Notes from the work committee which consisted of the following people: Bob Hammer, Barry Hartman, Doug Grzybowski, Tim Vlasak, Dana Edwards, Bruce Jackman, Wally Ward, Greta Cox and Dan Bohrsen
- b. Process Technology and What's been offered:
 - i. Dan Bohrsen opened the session with a summary and history of the Process Industry curriculum on the Kenai Peninsula, and Dana added that he believed Kenai Peninsula College originally had some basic courses and approximately seven years ago KPBSD offered an "Introduction to Process Technology" evening academy, along with "An Introduction to Occupational Safety, Health and

Environmental Awareness” evening academy. Dan and Dana believed the interest of High School students became very low, so it hasn’t been offered for a few years.

- ii. Dan asked Bruce Jackman and Wally Ward what they believed the Industry outlook to be for people interested in the Process Technology program. Bruce believed Tesoro would be looking to hire approximately 15 Process Technicians and thought through attrition alone, there would be a steady demand for this occupation. Wally also believed that in the next few years there should be a steady demand for this occupation. Wally heard that the current Process Technology program at KPC has been full, so it may be difficult for High School students to get accepted into the program.
 - iii. Bruce recommended that Dan Bohrsen meet with a KPC representative and see what the school district could do to entice and encourage their students to enter the Process Technology program at KPC, and if KPC could perhaps save a few positions in the class for students that showed a serious interest in the program and scored highly in the ACCUPLACER or the WorkKeys test.
- c. PLTW (Project Lead the Way) Engineering Program
- i. Dana Edwards gave a brief overview of PLTW and the two classes he is currently teaching at SoHi. The two classes, Principles of Engineering (taught last year) and the Digital Electronics (currently being taught), have been offered at SoHi for the past two years. Dana thought because of the difficulty of the class, the numbers were fairly low.
 - ii. Others on the committee offered suggestions for improving the class size, such as: 1) offering it to KCHS and Nikiski, 2) inform all of the counselors on the central peninsula of the courses by February of next year so all the school counselors would have an opportunity to advertise, 3) offering it as a Science credit, and 4) perhaps having a two-hour block for the courses.
 - iii. The group decided to create a committee to discuss this further. The engineering committee will meet in the middle of January. The committee members will be: Dana Edwards, Greta Cox, Wally Ward, Jacob Iverson, Tim Vlasak and Dan Bohrsen. Bruce Jackman recommended that a KPC person should also be on the committee.
 - iv. To create an interest in engineering Wally Ward recommended that perhaps a “General Awareness” Engineering Academy could be offered either in the late spring or early summer. The class would give the students a basic understanding of the Process Industry.

XIII. Next Meeting – February 8, 2011 – Skyview High School from 11:30 to 1:30