



# Education Advisory Group

## Workforce Development Board Education Advisory Group EAG Regional Leadership Team

### Meeting Notes October 26, 2001

A joint meeting of the Workforce Development Board, Education Advisory Group, and the EAG Regional Leadership Team was held on October 26, 2001. EAG Chair Roger Lentini called the meeting to order at 8:10 a.m. at the Kalamazoo Regional Educational Service Agency, 1819 E. Milham Road, Kalamazoo, Michigan.

**WDB Members Present:** Lynne Centa (MRS), Diane Donovan (PS), Susan Einspahr (PS), James Harrington (PS), Kris Kirkpatrick (Labor), Ellen Kisinger-Rothi (CBO), Linda Marcon (PS), Marilyn Potgiesser (PS), Betsy Rice (Labor), Armando Romero (PS), Suprotik Stotz-Ghosh (CBO)

**EAG Members Present:** Tom Conor, John Dillworth, James Harrington, Kevin Hollenbeck, Roger Lentini, Lois Millet, Craig Misner, Jay Newman, Claudia Pahls, Marilyn Potgiesser, Casey Putnam, Betsy Rice, Richard Roder, Marilyn Schlack, Sandy Standish, Bernie Stankewicz, Richard Wedemeyer, Doug Wood

**EAG Regional Leadership Team Members Present:** Tom Conor, Tim Fox, Bill Harrison, Dick Kabat, Nancy Marks, Claudia Pahls, Casey Putnam, Richard Roder, Theresa Rowe, James Rudnick, Sue Sirna, Sandy Standish, Bernie Stankewicz, Richard Wedemeyer

**MWA Staff Present:** Kathy Olsen, Craig Schreuder, Kara Stewart, and Peter Battani

**Other Guests Present:** Christine Dahl (KPS), Doug Thompson (for Sandy Lipsey)

#### Michigan Works! System

Craig Schreuder gave a power point presentation that explained the Michigan Works! System and the roles of the Education Advisory Group, the Workforce Development Board, the Regional Leadership Team and the WDB Youth Council. Each member present was presented with an *EAG Information Handbook*.

Craig indicated that the Youth Council is in the early stages of development. An initial meeting of the Youth Council was convened on October 22, 2001 with the purpose of broadly defining youth issues within the arena of career development. Several of those in attendance indicated a need to improve communications among the agencies serving youth in order that they have a better understanding of the community activities that are available. They also indicated the need for job coaching for youth and the need for employers to understand that expectations established for youth based on adult standards may not be realistic.

Craig reported the Youth Leadership Group of the Greater Kalamazoo United Way might be a vehicle where further discussions would be processed. The recommendations of the Youth Council included using youth focus groups to establish what the youth population may feel important to address through the local career development system.

Craig briefly reviewed the contents of the *EAG Information Handbook* and explained that its primary purpose is to provide the EAG with resource information on the Michigan Works! System, with a focus on EAG activity. It is also designed for use by the WDB and Regional Leadership Team as a resource to establish a context of their roles within the MW System in relationship to the EAG. [Copies of the *EAG Information Handbook* will be provided to all members unable to attend today's meeting.]

Following the presentation, those in attendance were invited to view the examples of materials developed by school districts with Career Preparation System funds and used for the Career Development Programs in Kalamazoo and St. Joseph Counties.

Following a break, the EAG and EAG Regional Leadership Team reconvened for their regular business meeting.

**1. EAG Business Meeting - Approval of Minutes**

**A motion was made by Craig Misner and supported by Marilyn Potgiesser to approve the EAG meeting notes of April 20, 2001. Motion passed.**

**2. Career Preparation System 2000-2001 End of Year Report**

The third year of the three-year Career Preparation System Plan was completed on September 30<sup>th</sup>. Craig reported that all but one of the goals were met within a reasonable variance) or exceeded. The goal not achieving its benchmark missed by only fractions and will be completed this year.

Craig indicated that two outcomes were achieved, not required in the three-year plan. These included the successful administration of a "Gap Assessment" and the establishment of the EAG Regional Leadership Team.

A question was raised with respect to when the final report on the results of the Gap Assessment would be available and whether this assessment would address program priorities. Craig indicated that the final report would need to be completed within the next 60 days so it may be considered for the upcoming planning cycle. However, the assessment only addressed the perception of the respondents as to the current status of activity in two of the priority areas under Career Preparation: Career Preparation and Education Development Plans.

The Final report will be distributed to all EAG members when it is completed.

**A motion was made and supported to approve the End-of-Year Report for the Career Preparation 2000-2001 program and authorize the EAG Chair execute required documents. The motion carried.**

**3. Letter of Intent for New CTE Programs**

The Michigan Department of Career Development, Office of Career and Technical Preparation provides specific guidelines for the development of new Career and Technical Education (CTE) programs. The initial step in the process is the submittal of a "Letter of Intent". The Letter of Intent, if approved by the MDCD, will set in place a sequence of steps that includes further investigation, curriculum development, and additional review prior to consideration for final approval. This process encompasses approximately one year.

a. Aviation Technology

The proposed Aviation Technology program for high school students is designed to increase the student's knowledge, comprehension and hands-on experience of Airframe and Power Plant mechanics and technology defined by the United States Department of Transportation Federal Aviation Ratings (FAR)

b. Woodworking and Furniture Making

The proposed Woodworking and Furniture Making program for junior and senior high school students is designed to increase the student's knowledge, comprehension and hands-on experience of fine and finished carpentry and cabinet making.

The Woodworking and Furniture Making program will be offered at Portage Northern High School. The program will document exposure to all aspects of the trade and ensure students demonstrate competencies consistent with industry standards. In addition the course will include study of the broad field of careers in the building trades industry, specialty carpentry and cabinet making, and related career paths.

**A motion was made by Doug Wood and supported to endorse the development of new CTE programs for Aviation Technology and Woodworking and Furniture Making and authorization for the EAG Chair to execute required "Letter of Intent". The motion carried.**

#### 4. Governor's Excellence in Practice Award

Each year the Governor recognizes program practices that are worthy of special attention because of the success they have had in achieving goals that are consistent with the State's priorities within the Career Preparation System. The Educational Advisory Group submits local nominations for the Governor's Excellence in Practice Awards to the Michigan Department of Career Development. The Kalamazoo-St. Joseph Education Advisory Group is endorsing three nominations.

- a. Sturgis Area Business/Education Alliance (Submitted by the Sturgis Public Schools)  
The purpose of the Sturgis Area Business/Education Alliance, a partnership between the Sturgis Public Schools and the Sturgis Area Chamber of Commerce formed in 1992, is to create and sustain partnerships between the school system and local employers in order to accomplish three main goals.
  - Promote the school system to local business and industry.
  - Help promote the local community to the students, and
  - Help provide all students with the tools they need to determine a career path and achieve the career of their choice.
  
- b. The NexTechs (Network Administration Program) (Submitted by the Kalamazoo Public Schools/Education for Employment)  
A network administration program located in a professional business setting puts students in a "real world" environment that cultivates professional behavior (soft-skills) while providing training that uses state-of-the-art equipment and industry standard practices.  
  
Key elements of the program that enable it to stand out include:
  - Effective "hands-on" partnership between a private sector employer, a community stay-in-school program, local school district and other business partners
  - Commitment of all partners to provide students with cutting-edge training and technology as well as marketable technology certification, and
  - Incorporation of real-world experiences with opportunities to develop higher-order thinking and application skills outside of the classroom in a variety of learning environments.
  
- c. Veterinary Science (Submitted by Kalamazoo County Education for Employment)  
The Veterinary Science Program successfully assists students in preparing for careers because of its unique design including such elements as:
  - High academic standards requirements
  - Significant opportunities for career awareness, exploration, and career development
  - Alignment with career pathways
  - Actively engages students in the curriculum
  - Incorporates a strong "real world" component, and
  - Work-based instruction provided by professional employer partners

The purpose of the Veterinary Science Program is to

- Expose high school seniors to the career opportunities in the field
- Provide students with practical skill training that makes students immediately employable upon completion
- Provide students with the 240 hour prerequisite for admission to the College of Veterinary Science at Michigan State University, and
- Provide students with functional employability and workplace skills

**A motion was made by Craig Misner and supported to endorse the nominations of Sturgis Business/Education Alliance, The NEXTechs, and Veterinary Science Programs for the Governor's Excellence in Practice Award. The motion carried.**

**5. Business Opportunities Demonstration Grant**

Glen Oaks Community College is requesting approximately \$300,000 over a two-year period to create an outreach center in Sturgis, Michigan to enhance the workplace readiness skills of recent high school graduates, GED recipients, and graduates of the alternative high school, specifically targeting the growing number of Hispanic immigrants who have settled in St. Joseph County in the past five years.

The purposes of the outreach center are:

- To help people who have little or no experience with postsecondary education to gain access in their own community
- To prepare workers to begin careers by getting jobs in: Allied health, business, office, clerical, and sales and marketing
- To prepare workers to obtain skill certifications in programs that can be completed in less than two years

**A motion was made by Marilyn Potgiesser and supported to endorse the Glen Oaks Community College Application for the Business Opportunities Demonstration Grant and authorization the EAG Chair to execute required documents. The motion carried.**

**6. EAG Ad Hoc Committee on EAG Roles and Responsibilities**

Craig Schreuder reported today's presentation was a result of a recommendation by the EAG Ad Hoc Committee on EAG Roles and Responsibilities. The Committee will meet within the next thirty days to continue deliberation on how the EAG roles and responsibilities may be revised considering the background information presented today.

**7. Next Meeting**

The next EAG meeting will be held as needed, but most likely in the spring. If warranted by the outcome of the Ad Hoc Committee, a special EAG meeting may be called to further discuss the Committee's recommendations.

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Craig Schreuder  
MWA Deputy Director  
EAG Staff Coordinator

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Date

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Roger J. Lentini or  
EAG Chair

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Claudia Pahls  
EAG Vice-Chair

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Date