

Imperial Valley Regional Occupational Program

**Business Pathway Advisory Meeting**

Minutes of October 30, 2014

**Introductions/Purpose:** Ms. Garcia called the meeting to order at 12:15 pm and thanked everyone for attending. She stated that the purpose of the meeting was to get business partners to input to better prepare the students for the workforce and ROP was combining programs into pathways. Those present were:

**Voting Members:**

- Jeremy Fry, General Manager, Dillards
- Diana Seanez, Owner, Cold Stone Creamery
- Lindsay Takata, Human Resource Analyst, City of El Centro
- Damian Valdez, Recruit Police Sergeant, City of El Centro
- Randy Taylor, Branch Manager, Rabobank
- Vivian Zepeda, Supervisor, Hart Insurance
- Nick Christopher, Assistant Store Manager, Home Depot
- Len McCalister, Representative, Employment Development Department

**Non-Voting Members:**

- Mike Sterner, Principal Central Union High School
- Karen Saikhon, Instructor, Southwest High School
- Mara Sanchez, Counselor, Central Union High School
- Julie Moreno, Counselor, Southwest High School
- Susana Munguia-Mitchell, Counselor, Southwest High School
- Rosa Maldonado, Counselor, Southwest High School
- Lupe Garcia, Program Assistant, Imperial Valley Regional Occupational Program
- Debbie Burquist, Guidance Technician II, I.V. Regional Occupational Program

**Minutes Approval:** The minutes were reviewed and no action was taken.

**Review of items:**

**Industry Update/Course Analysis:**

a. Business/Industry Synopsis & practical information regarding business/industry that may inform course curriculum choices; emerging trends, changes in workforce, practices, skills, equipment, software, etc:  
Mr. Christopher said that an applicant has to have a great attitude, positive employees to put themselves out there and Home Depot is currently hiring with the age requirement at 18 years old. He commented that the trend is more technology driven and applicants needed to have computer skills. Ms. Seanez stated that her business was a quick serve restaurant where the employees needed to think quickly.

Mr. Fry announced that Dillard's customer service was all about professionalism. Mr. McCalister reported that the labor market information data reflected a 23.9% of unemployment in the Imperial County. He stated that the Employment Development Department offered a program for youth from 16 to 25 years of age and employability workshops were available.

b. Competency Discussion (any changes to curriculum /competencies to be reviewed as a result of industry discussion.): Ms. Garcia briefly reviewed the Course Competencies Attainment and explained how this process worked. She explained the difference between limited proficiency and the proficient rating pertaining to the competency attainment. Ms. Saikhon mentioned that instructional time does not allow her to cover all the competencies and students' attendance was a major part of their grade. Ms. Garcia reported that the State has required Career Technical Education Programs to develop a pathway document for each individual

school. She said this document supported counselors in scheduling students in various pathways at their school and individual pathway studies would be developed by IVROP. Ms. Garcia stated that ROP's goal was to career assess every 9<sup>th</sup> grade student and results would be provided to their school counselor. She mentioned that Imperial Valley College was working with IVRIO on the pathway document and the document is on ROP's web site. Ms. Garcia said that parents would have access to this pathway document by visiting the ROP web site.

C. Articulation/Certification information (any effect on Articulation / Certification as a result of industry and course discussions): Ms. Garcia announced that ROP had been working extremely hard with Imperial Valley College toward articulation agreements and this was a huge advantage for students. She reported that college credit is earned by a "credit by exam" process and students did not have to pay for these articulation units. Ms. Garcia mentioned that this year IVC is allowing 10<sup>th</sup> and 11<sup>th</sup> grade students to participate in the "credit by exam" process and Ms. Kristen Gomez has worked extremely hard on making this process happen. She reviewed the 2014 High School Credit by Exam Testing data. Ms. Seaney announced that Cold Stone Creamery required employees to have a "Food Safety" Certification and there was an on-line certification exam. She said that the certification would be valid up to three years and employees attitudes made a huge difference in her business. Mr. Christopher emphasized the importance of applicants dressing professionally; attendance and customer interaction. Ms. Saikhon announced that she covers job applications and emphasizes work ethics with her students. Ms. Burquist mentioned that Ms. Saikhon required her ROP Accounting students to dress professionally during the "interview" workshop offered by ROP.

**Motion to Continue Course(s)** as presented: A motion was made by Mr. Taylor and seconded by Mr. Christopher to continue the business pathway courses. The motion was carried unanimously.

**CTE Career Readiness Certificate – New:**

a. Discussion of need/purpose: Ms. Garcia announced that ROP was developing a Career Readiness Certificate that would be implemented this December. She explained that there was a criterion and students would need to pass three on-line exams. Ms. Garcia reported that ROP was in the process of marketing this valuable certificate and the goal was to validate what students had accomplished. Mr. Taylor stated that attendance was a crucial part of the bank employees.

b. Motion to approve the CTE Career Readiness Certificate as presented and discussed (note necessary follow up). No discussion.

**IVROP/CTE Pathway Events:** Ms. Garcia announced the following IVROP Events:

- a. CTE Forum – tentative February 2015
- b. IVROP Showcase & Recognition Ceremony – March 24, 2015
- c. Student Competitions – Business/Information Technology Pathways – January 22, 2015
- d. IVROPCF Dancing with the Stars Gala – May 1, 2015

**Next Annual Meeting/Adjournment:** Ms. Garcia reported that there would be one pathway advisory meeting a year and IVROP wanted to meet the needs of the business partners. She thanked everyone for attending and adjourned the meeting at 1:10 pm.