



Columbia College Apprenticeship Initiative

Monthly Report: August 2017

Common Activities

1. CTE Apprenticeship Video – Filming & Narratives
2. Coordinated with CTE faculty on videos that YCCD Video Production Specialist will be doing for each department.
3. Met with representatives of the Me-Wuk Tribe to discuss CCAI
4. Coordinated a meeting between CCAI Program Director and Specialist in the CA Community College Chancellor's Office in Sacramento in September. Completed travel request
5. Developed a 2 year plan & letter to CCCCO Specialist regarding extension for Round 1 grant
6. Received and inventoried marketing products.
7. Created Photo Prop for Apprentices' photo opportunity.
8. Moved Program Assistants to a different office space.
9. Finalized Fall 2017 newsletter
10. Coordination of Apprenticeship Week activities
11. Completed Travel requests & booked hotel rooms for October Apprenticeship conference
12. Conference call regarding potential future Apprenticeships
13. Worked on white papers for all three programs
14. Completed salary/budget transfers.
15. Phone conference with a member of the California Apprenticeship Council
16. Budget Work - State Formal Adjustment
17. Updated website links
18. Program presentation at the CTE division meeting
19. Prepared non-employee honorariums for consultants
20. Social media marketing (ongoing)
21. Participated in Welcome Week Activities at Columbia College August 26-31

Hospitality Management Specific Activities

1. Hospitality Management Instructor Meeting
2. Worked with the admissions office to finalize apprenticeship registration process
3. BOCR conducted a second set of interviews for the 2nd Cohort of Apprentices
4. Met with Instructor of Record at Black Oak Casino Resort to discuss fall courses.
5. Apprentice Orientation coordination and finalize details
6. Received textbooks and organized/prepared for check-out to students.
7. Finalized an updated version of the student handbook and assembled packets for Orientation.
8. August 21, 2017 Hospitality Apprenticeship Orientation (1st and 2nd Cohorts)
Columbia College, Manzanita Conference Room, 10:00 AM – 1:00 PM

9. Registered apprentices for fall courses
10. Checked out fall course books to apprentices
11. Reported all registered apprentices to the business office.
12. Worked with HPMGT Coordinator on Cohort 2 – 2 year plan
13. Coordinated first aid kit and AED placement in lower Manzanita building (Hospitality Management classrooms and work space)
14. Distributed a letter to our HM adjunct instructor regarding their fall 2017 pay
15. Nominated BOCR and RC/EL for the California Economic Summit's Partnerships for Industry and Education (PIE) Contest
16. DSN Mini Grant Proposal
17. Initiated Hospitality Management: Beverage Studies program layout
18. Finalized the Hospitality Management Herb Garden proposal for the administration.
19. Finalized the Hospitality Management Pink Pig proposal
20. Revised MOU for Hospitality/Entrepreneurship Mini-Grant project (Pink Pig and Herb Garden)
21. Meeting at Black Oak Casino Resort to discuss a proposal for an on-campus hotel room for our Hospitality Management Hotel courses
22. Compiled Baking Academy proposal
23. Apprentice Monthly Conference Call Meeting with Black Oak Casino for Check-In
24. Engraved knife kits
25. Prepared and sign out sheet for the program knife kits
26. Prepared list and map of possible new hospitality industry partners for new cohort(s)
27. Facilitated sign in sheets and report attendance to employers.
28. Calculated OJT hours for BOCR for June and July
29. Attended the apprentice orientation at Black Oak Casino Resort
30. Hospitality Management Apprentices start fall classes: coordinate registration, applications for DAS, and book check-out.
31. Contacted each Apprenticeship instructor to be added to their Canvas shell for instructional support
32. Completed planning sheets for Spring 2018 courses
33. Blue Book Clarification phone call on August 30th with Sheila Zuvich (DAS Consultant).
34. Created a work processes spreadsheet for the apprentices.
35. Prepared the agenda for the Evergreen Lodge/Rush Creek Lodge advisory committee meeting on Sept. 5th

Automotive Technology Specific Activities

1. Prepared for Auto Tech Partner Meeting
2. August 8, 2017 Automotive Technology Partners Meeting
Columbia College, Manzanita Conference Room, 5:30 PM
3. Automotive Technology Event 2017 timeline

Child Development Activities

1. Met with Child Development Faculty to go over course work
2. Revised Child Development 2 year plan.
3. Received MOU from A-TCAA head Start (Child Dev)

4. Met with the VP of College and Administrative services to discuss an MOU with the Columbia College Child Care Center
5. Child Development Staff Training-CCAI Presentation
6. Recruitment-CCAI Presentation in Child Development Practicum class
7. Worked with DAS Program Support Specialist on Child Development Standards
8. Sent three Child Development MOU's to YCCD for final signatures

Professional Development Activities

1. Attended Claim Jumper/Transfer Day planning meeting Aug 9th 2-3PM
2. Participated in Webinar: "CAI Reporting Strong Workforce Taskforce Metrics" Aug 10th 11-12 PM
3. Participated in Webinar: "Pre-Apprenticeship Quarterly Reporting " Aug 17th 11-12 PM
4. Attended In-Service Day on August 24th from 9 AM – 3 PM.

Statistics

ROUND 1: Hospitality Management

CCAI State Registered Apprentices – 28

Pending Applications - 44

Total Applications to Date - 81

Apprenticeship Vacancies - 20

ROUND 2: Child Development

CCAI State Registered Apprentices - 0

Pending Applications - 13

Total Applications to Date - 13

Apprenticeship Vacancies - 24

ROUND 2: Automotive Technology

CCAI State Registered Apprentices - 0

Pending Applications - 8

Total Applications to Date - 8

Apprenticeship Vacancies - 24

Upcoming Events

September 5, 2017 CCAI Advisory Committee Meeting
Rush Creek/Evergreen Lodge, 10:00 AM – 12:00 PM

September 16, 2017 49er Festival Recruitment Event
Groveland, 8:00 AM – 5:00 PM

September 19, 2017 CCAI Advisory Committee Meeting
Black Oak Casino Resort, 10:00 AM – 12:00 PM