



Columbia College Apprenticeship Initiative Monthly Report: July 2017

Common Activities

1. Coordinated orders for 17/18 Budgets
2. Attended Tuolumne County Fair July 7 – 9th (71 general booth interest, 10 interest forms, 4 applications)
3. Tuolumne County Fair Recruitment Event Follow-Up with potential apprentices
4. CTE Video Production Content meeting
5. Reached out to five Mariposa County resources for recruitment of potential apprentices.
6. Expenditure transfers and created an open BPO for office depot
7. Recruitment material development and social media advertising. Completed eight requisitions for recruitment materials and Hospitality Management equipment
8. July 27, 2017 Career Fair from 4 – 7 PM at Mark Twain Medical Center, San Andreas
9. July 27, 2017 Mother Lode Views Radio Interview
Dr. Tenbergen promoted Round 2 Grant Project
10. Attended campus outreach meeting for potential recruitment events
11. Finalized quarterly reports and forwarded to the Grants Office
12. Met with DAS representative, Sheila Zuvich, for technical assistance. Gave campus tour highlighting Hospitality, Child Dev, and Automotive spaces.
13. Met with Amy Nilson and developed a plan of action in preparation for additional Apprenticeship Opportunities (Fire Technology).
14. Began working on activities associated with the R3 action plan
15. Phone interview with our technical assistants with Foundation CCC regarding our progress with the round II grant
16. Coordinated a phone conference with a member of the California Apprenticeship Council

Hospitality Management Specific Activities

1. Pink Pig Project Development
2. Plan of action for hospitality program move-in
3. Fall Adjunct HR payroll coordination
4. Drafted press release for Cellar Bistro re-opening
5. BOCR conducted two rounds of interviews for the 2nd Cohort of Apprentices
6. Requested quotes for and ordered induction cookers
7. Confirmed Chef Uniform ordering guidelines with our Hospitality Management employer partners
8. Coordinated a site visit with DAS consultant Sheila Zuvich to Evergreen/Rush Creek Lodges and meeting with apprentices on June 25th.
9. Ordered fall Hospitality Management Apprenticeship books from Jeff Whalen
10. Worked on Fall Orientation Development and logistics
11. Student Handbook updating in progress.
12. Updated Hospitality Management advising guide
13. Sent fall check off lab lists to Hospitality Management instructor of records.
14. Phone conference with Black Oak Casino Resort and DAS consultant Sheila Zuvich to check-in
15. Meeting with Hospitality Management faculty to plan the spring 2018 Hospitality Management Apprenticeship schedule
16. Scheduled Advisory Committee Meeting for the Hospitality Management Advisory Committee for 17/18 and sent the schedule to the committee

Automotive Technology Specific Activities

1. Emailed Invite to Auto Tech Partners for August 8th partnership meeting.
2. July 23, 2017 Family Barber Shop Classic Car Show in Twain Harte Recruitment Event for Automotive Technology
3. July 29, 2017 Rods to Rails in Jamestown Recruitment Event for Automotive Technology
4. Community Recruitment for August 8th Partnership Meeting
5. Spoke with a representative from Sierra Conservation Center regarding their Automotive Technology training program. Passed on the information to Sheila at DAS to determine if the prison can be an employer partner
6. Began draft of Automotive Apprenticeship Advising Guide

Child Development Activities

1. MOU meeting with ATCCA Head Start representative. Distributed recruitment to Head Start locations.
2. MOU meeting with The Resource Connection – Head Start representative
3. Began draft of Child Development Apprentice Advising Guide

Professional Development Activities

1. Participated in “Understanding RSI Webinar” on July 20, 2017 from 11-12 PM and followed up with email questions to Joshua Modlin (CAI).
2. Trained Jen and Kaitlyn on completing requisitions in DataTel

Statistics

ROUND 1: Hospitality Management

CCAI State Registered Apprentices – 28

Pending Applications - 43

Total Applications to Date - 80

Apprenticeship Vacancies - 20

ROUND 2: Child Development

CCAI State Registered Apprentices - 0

Pending Applications - 10

Total Applications to Date - 10

Apprenticeship Vacancies - 24

ROUND 2: Automotive Technology

CCAI State Registered Apprentices - 0

Pending Applications - 6

Total Applications to Date - 6

Apprenticeship Vacancies - 24

Upcoming Events

August 8, 2017 Automotive Technology Partners Meeting
Columbia College, Manzanita Conference Room, 5:30 PM

August 16, 2017 Apprenticeship Instructor Meeting
Columbia College, Manzanita Conference Room, 10:00 AM

August 17, 2017 Tuolumne County Chamber Mixer
Auto Tech & Tires, Sonora at 5:00 PM

August 21, 2017 Hospitality Apprentice Fall Orientation
Columbia College, Manzanita Conference Room, 10:00 AM