



Columbia College Apprenticeship Initiative

Monthly Report: June 2017

Monthly Summary of Completion

Summary of Activities conducted the month of June 2017

6/4/17 – 6/10/17

1. Completed minutes from Automotive Partners meeting May 31, 2017 and reviewed new recruitment plan (ASE focus)
2. Scheduled next Automotive Partners Meeting for ~~August 2, 2017~~ [rescheduled for August 8, 2017], Instructor Meeting for August 16, 2017 and Orientation for Fall 2017 Hospitality Apprentices for August 21, 2017.
3. Updated Apprenticeship Enrollment Checklist
4. Development of Culinary Arts Herb Garden
5. Continued Engraving Knife Kits and started signing out knife kits to current Hospitality Management apprentices
6. Researched Marketing & Branding Ideas
7. White Paper Development for Hospitality Management and Automotive Technology
8. Updated Hospitality Management Course Schedule
9. OJT tracking for March, April, & May
10. Communicated with Evergreen/Rush Creek Lodge instructor of record on the apprentices who may need more support based on spring 2017 grades
11. Provided current apprentices information about NEWH scholarship opportunity for students pursuing careers in the Hospitality Industry
12. Sent communications to DAS regarding the current Hospitality RSI schedule and the possibility of working with our local prison as an employer sponsor for Automotive Technology

6/11/17 – 6/17/17

1. Sent program information to The National Culinary Review Magazine for potential article publication
2. Curriculum Research for Future Hospitality Management
3. T-Shirt Design
4. Pink Pig Project Development
5. White Paper Development – Outline

6. Met with Districts Grant Office staff to discuss possible Grant extension budget and implementation strategies
7. Confirmed with Hospitality Management Employers current number of students for incentive payments.
8. Development of Herb Garden
9. MOU Development – Child Development
10. Worked on developing partnerships with potential automotive employers in the community.
11. Reached out to Dr. Randi Wolfe, the Director of an existing Apprenticeship in Child Development (Early Educator) for guidance and support as we build our Initiative.
12. Presented Information about the apprenticeship program at the Child Care Planning Council meeting
13. Finalized and printed the tri-folds that include all three apprenticeships
14. Attended the Employment Information Day at the Stanislaus County Juvenile Institution and presented our program to approximately **80** people.

6/18/17 – 6/24/17

1. Coordinated Tuolumne County Fair Outreach
2. Continued developing partnerships with potential automotive employers in the community.
3. Ongoing curriculum research for future hospitality management.
4. Reported on automotive technology first aid kit supplies.
5. Attended the Black Oak Casino Community Job Fair and **51** people interacted with our booth.
6. Researched history of the Occupational Olympics
7. Revised Child Development 2 year plan to start apprentices in the Fall of 2017

6/25/17 – 7/1/17

1. Finalized Coordinating Tuolumne County Fair Outreach
2. Ongoing curriculum research for future hospitality management.
3. Pink Pig Project Development
4. Researched types of work experience credit
5. Submitted recruitment design to Image Masters for a quote.
6. Budget Revisions
7. Pre-Production Marketing Meeting with Sky Tallone to coordinate making a video for child dev and automotive AND photos for the tri-fold
8. Grant Workplan - Review Details
9. Scheduled appointments for potential child development employers to go over MOU's
10. Coordinated adjunct paperwork for the fall
11. Coordinated new CCAI team office space
12. Coordinated AED order for welding and the re-installation of the AED into lower Manzanita
13. Coordinated with the grants office and payroll on expenditure transfers to correct the 16/17 budgets.
14. Completed paperwork to pay RSI tuitions for spring of 2017

Events

Summary of events attended the month of June 2017

1. June 14, 2017 Employment Opportunity Information Day - Recruitment Event
Stanislaus County Juvenile Institution
2. June 20, 2017 Community Job Fair
Black Oak Casino Resort, Four Winds Conference Center
3. June 13, 2017 Child Care Planning Council Meeting
Tuolumne County Superintendent of Schools Office

Upcoming Events

1. July 7-9th Tuolumne County Fair
Mother Lode Fairgrounds
2. July [TBD] Calaveras County Outreach
West Point Community Center

Statistics

As of June 26, 2017:

ROUND 1: Hospitality Management

CCAI State Registered Apprentices – 28

Pending Applications - 19

Total Applications to Date - 61

Apprenticeship Vacancies - 20

ROUND 2: Child Development

CCAI State Registered Apprentices - 0

Pending Applications - 7

Total Applications to Date - 7

Apprenticeship Vacancies - 24

ROUND 2: Automotive Technology

CCAI State Registered Apprentices - 0

Pending Applications - 6

Total Applications to Date - 6

Apprenticeship Vacancies - 24