



Columbia College Apprenticeship Initiative

Monthly Report: May 2017

Monthly Summary of Completion

5/8-5/11:

1. On-boarded new Program Assistants: Jen Bick & Kaitlyn Hanson
2. Emailed Introduction and Application to 39 Hospitality Management Potential Apprentices
3. Amanda Hepfl met with 2 Potential Apprentices at Family Learning Center
4. Delegation of Responsibilities for Amanda, Tiffeny, Jen and Kaitlyn
5. Hospitality Management Class Schedule-Fall 2017

5/15-5/18:

1. Outreach Team Meeting (Researching Potential Outreach)
2. Website and Social Media Update
3. Budget 2016-17 Revision
4. Ordered Books for the Fall 2017 Courses
5. Advisory Board Meeting Recap
6. Quotes/Bidding Process for Books for the Fall 2017 Courses
7. Finalized Flyers For Automotive and Child Development

5/22-5/25:

1. Oakdale Chocolate Festival Recap
2. MOU Development
3. Development of Trifold Brochures
4. Budget 2016-17 Revision
5. Child Development 2 Year Course Schedule Development
6. Checked in With Current Hospitality Apprentices
7. Contacted 7 Potential Apprentices From Oakdale Festival / Calaveras Fair
8. Budget Round 1 & Round 2 Complete

5/29-6/1:

1. On-boarded Student Worker: Josie Price
2. Confirmed Automotive Partners for 5/31/17 Meeting
3. Continued MOU Development
4. Worked with Sheila for DAS Paperwork (Onet Code)
5. Assisted Potential Apprentices with Employment Process

6. Datatel/Work Order Training for Jen and Kaitlyn
7. Engraved Knife Kits and Created Sign-In & Out Sheets

Events in May 2017:

1. May 11, 2017 Advisory Board Meeting at Rush Creek Lodge
2. May 17, 2017 Cal Works Steering Committee with DWS
3. May 20-21, 2017 Oakdale Chocolate Festival Recruitment Event
4. May 22, 2017 Problem Solving Workshop with Dr. Harmon (For All Classified Staff)
5. May 31, 2017 Automotive Technology Partners Meeting

Upcoming Events

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