

MINUTES OF MEETING
Graphic Design Program Advisory Committee

Date: Thursday, November 18, 2010

Location: PCTA

Recorder: Gail Degnan

Members in Attendance:

<u>Member</u>	<u>Representing</u>	<u>Present</u>	<u>Program</u>
Robert Baldwin	RB Homes	x	Carpentry
Frank Bianco	Commercial Electric		Electric
Bill Bryan	Gilbane Building Co	x	General
Andrew Cortes	Building Futures		General
Patty Doyle	RDW Group		Graphics
John Dufresne	Expert Automotive Technology		Automotive
Steve Flowers	All Metals Inc		HVAC
Elizabeth Jardine	MPR Associates, Inc.		HVAC
Suzanne Mancini	RISD	x	Cosmetology
Ann Rathbun	Newport Harbor Hotel	x	Culinary
Robert Ricci	Workforce Solutions Providence/Cranston	x	General
Jeanette Scarcella	Johnson & Wales	x	Culinary
Michael Traficante	New England Laborer's Charter School		Gen. Construction
Ramone Torres	PCTA	x	Ex Officio
Paul Vorro	Providence Teachers Union		General
Peter Woodberry	CCRI		General
Gail Degnan	Building Futures	x	Staff
Judy Titzel	Building Futures	x	Staff

Bill took a moment for introductions.

A quorum was not present and Ramon was not present at the time. The meeting began with Item No. 2. Bill suggested to the Program Advisory Chairs to report any hurdles they are experiencing.

2. Program Advisories

Carpentry

Bob Baldwin reported that in terms of Work Plan, his concern is how do we commit to paper? The goal is to get the juniors and seniors out to the job sites on a "week about" program and needs direction on how to commit this to paper. Another issue is obtaining the properties for the students to work on, both commercial and residential.

Other issues are transportation and tools (as well as safety equipment). In order for the students to work onsite, there needs to be two complete sets of tools, one to stay in the lab and one to be brought to the jobsite.

Suggested methods of obtaining property:

- Creating a 501(c)3, buying the property and selling upon completion
- Working with a non-profit who owns the property (YouthBuild, CBC)

The construction trades have the clearest path forward. Industry standards are pushing green standards. NCCR will be integrating this into the curriculum.

Membership: No issues with Carpentry's membership.

Culinary

Jeannette Scarcella – reported that the Culinary Program Advisory tried to work off the Work plan with much difficulty. One of the hurdles was the lack of information. The outcome of the first meeting was obtaining questions to ask the General Advisory for guidance. Jeannette met with Bill with committee questions.

Membership - Jeanette stated that she does have more individuals interested in serving on the Culinary Program Advisory Committee. One is a Johnson & Wales faculty member, the other is a J&W student who is working on her MBA, graduated with Culinary Nutrition degree.

Ideas Culinary Reported to the General Advisory Board

Jeannette sits on the American Culinary Federation Certification Commission which she is also a member. This could be an opportunity for some of the culinary students who are not ready to advance to college, move into an apprenticeship program. This program pairs students with local chefs in an apprenticeship role. Jeannette will meet with the person in charge of this program to get a full understanding of the program and report back to the General Advisory Committee.

Johnson & Wales Experiential Department – This a program that currently works with college students. Ann will look into this program to see if this program will work with high school students.

Internship – need to reach out to local industry for student internships. Ann suggested utilizing the Education Partnership Program through the Rhode Island Hospitality Association which is funded by grants from the Federal Government.

Bill suggested to Jeannette and Ann to meet with Bob Ricci, as he is an excellent resource for grant money. Bob stated that Jeannette partner with Heather Singleton and look into applying for youth program grants. Bob went on to explain the "On the Job Training" program – where the employer is paid up to 50% of the salary of the person hired while they undergo training, up to 6 weeks.

Review the culinary curriculum for standards to move onto college.

Cosmetology

Suzanne reported that she is moving toward a Fashion Design Program that doesn't exist. Her biggest problem is she does not have any members. Having an image lab is key to the success of the students. She also mentioned that contacts at Johnson & Wales and URI will be very beneficial to her program advisory committee, as well as people from industry.

Bob explained that located in the Providence Place Mall there was a space given to the Providence School Department to house a Providence School for Retail with training from the National Retail Association. The program never got off the ground. It is now being utilized as a mock pharmacy through CVS. It is a 501(c)3 managed through Bob Ricci's office. He suggested utilizing this space for the PCTA students. This will need to be explored to see if it will meet RIDE standards.

Professional Development

- Bill mentioned that on December 15 from 1:15 to 3:00 PM Gilbane and the PCTA design team will be providing the PCTA instructional staff and administrators a professional development presentation to include PCTA Basis of Design - educational program, enrollment capacity, functional space use, and utilizing the "School as a Teaching Tool". There was an interest from the majority of the advisory members and it was asked to offer to all Program Advisory members as well. Roman confirmed that the General Advisory members, as well the Program Advisory Members are invited to join this professional development.
- Ramon advised 15 PCTA instructors spent a day at Greater Lawrence Vocational Tech in Massachusetts.
- Ramon provided an update on Curriculum Integration – A process is being implemented where teachers can apply for mini grants to get the tech and core teachers together to work on integrating math, science, etc. Starting in January they plan on having 2 Saturday sessions.

Diversity - Jeannette mentioned the Black Culinary Alliance which focuses on building cultural awareness. There is a BCA Chapter on J&W campus. It was suggested to look into setting up a mentor program because these students can relate to the PCTA students.. She also mentioned the Multi-cultural Group Service Hospitality Alliance, Jerry Fernandez is the President and Founder. She suggested Ramon connect with him because he does an event called "Showcase for the Stars". He goes to different high school to see how to connect the food service to the high schools. Jeannette offered to connect Ramon and Jerry.

General Items Discussed

- It was suggested to establish an Alumni Council for PCTA.
- Bill mentioned that a hard copy of Labor Data was distributed. Use this information to help you implement the program curriculum.
- Judy suggested having staff attend the Program Advisory Committee Meetings to guide through the work plan.
- Bill noted the lack of a quorum inhibited the General advisories work so the Executive committee would be developing an amendment to the By-laws so that Program Advisory chairs could appoint a member of their committee to attend a meeting on their behalf with voting priveleges for that meeting only. He asked if anyone had any thoughts or objections and the impression was all thought it could be helpful to facilitate the committees work.

The next PCTA meeting will be Thursday, December 16, 2010 8:30 a.m.