

**METROPOLITAN EDUCATION COMMISSION
KEY TO EMPLOYMENT SYMPOSIUM
SUBCOMMITTEE MEETING MINUTES
Friday, February 6, 2015 9:00 a.m. at
the MEC office, 930 E. Broadway Blvd., Tucson, Arizona.**

Attendees: **Dr. June Webb-Vignery, Ed Nossem, Johanna Duffek, Morgan McClincy, Nancy Schneider, Yvonne Sandoval, Alonzo Minjarez, Molly Gilbert, Dave Parmenter.**

- 1.0 CALL TO ORDER – DR. JUNE WEBB-VIGNERY
The meeting was called to order at 9:00 a.m.
- 2.0 ROLL CALL – DR. JUNE WEBB-VIGNERY
A Roll Call of members was conducted and a Quorum established.
- 3.0 PLEDGE OF ALLEGIANCE
The Pledge of Allegiance to the United States of America was recited by the attendees.
- 4.0 APPROVAL OF JANUARY 16, 2015 MEETING MINUTES
Motion: Molly Gilbert
Second: Nancy Schneider
Motion passed 9-0.
- 5.0 PLANNING FOR THE 2015 KEY TO EMPLOYMENT SYMPOSIUM –
JOHANNA DUFFEK & ED NOSSEM
The date of the 2014 Key to Employment Symposium is Wednesday, February 11, 2015, from 9:00 a.m. to 12:30 p.m., at the University of Arizona Student Union Ballroom.

Space/Logistics:

Morgan McClincy reserved the Student Union Ballroom in September 2014, they will invoice the MEC after the event to account for any extra expenditures.

Sponsors:

The Thomas R. Brown Family Foundation has agreed to sponsor the event for \$5,000.00. Johanna has completed the Wells Fargo online application (\$1,000.00). Al Altuna will look into a SALEO sponsorship. Johanna said that XL Manufacturing can sponsor. In addition to last year's Sponsorship Levels (\$300.00 – Your logo will appear in the Event Program; \$500.00 – Your logo will appear in the Event Program and you can display your company banner at the event; and \$750.00 and above - Your logo will appear in the Event Program and you can display your company banner at the event, and your logo will appear on the MEC's website www.mec4education.org), we have two new Title Sponsorship Levels: College Bound, at \$2,500.00 which includes ½ page advertisement in the K2E program and Logo and link on the Regional College Access Center website for one year (over 14,000 website visits this past year); and Crystal Apple at \$5,000.00

which includes the College Bound benefits, organization will be a name sponsor for the K2E event; Full-page advertisement in the K2E program; and a Full-page color advertisement in the Crystal Apple Awards Luncheon 25th Anniversary Program. Johanna continues to contact potential sponsors, both from previous years and new ones; a list of sponsors is being compiled. Johanna has procured a sponsor to pay for the parking.

Exhibitors:

We have 69 tables at present. Az Sci Tech Festival contacted the MEC office requesting some additional chairs; Ed & Johanna will follow up. Additional tables include SALEO, Duke Energy. Morgan needs to get the final layout for the Student Union. Dr. Daisy Pitel will have table tents made once she receives the final exhibitor list.

School Registration:

The MEC office will handle school registrations; a list of schools with contacts has been compiled, and the letter has been emailed to all of the schools. We have 23 schools registered at present; the original 743 student registration figure is lowering as expected.

Campus Tours

Morgan McClincy met with Kate from Student Life regarding the coordination of the tours; Ed will keep Morgan updated on student numbers.

Hospitality Breakfast:

Morgan will contact Einstein's Bagels; we will order coffee & water from the Student Union. We may also have cookies. The Hospitality Room will be the Catalina Room.

Workshops:

UA College of Engineering has agreed to present a workshop in the Santa Rita Room; Alonzo Minjarez indicated that he will arrange a PCC workshop on the PCC Transfer (to UA) Program. Ed will follow up with both. The MEC will present an RCAC workshop in the Tucson Room.

Lunch:

Ed has contacted Papa John's Pizza at the Speedway & Tucson Blvd. store to alert them; they said that they can do it again this year.

Volunteers

Dave Parmenter attended this meeting to represent the SALEO volunteers; the SALEO people will have an exhibit table but can also assist in various ways. We need bus greeters, tour guides (UA will provide), exhibitor set-up assistance, registration table, evaluations assistance, and pizza servers. Ed has requested that YAC/TTC volunteer for the event.

Parking:

We have asked Morgan to reserve 80 spaces, Mike Wallace is the contact. The cost is \$560.00. Morgan will pick up the parking passes and have them the day of event and they will be distributed at the exhibitor registration table. There will be only 1 pass per exhibitor or school.

Transportation of Participants:

The Committee has formulated/coordinated arrival times; Ed will send a letter to the schools delineating these and other instructions.

Evaluations:

Rather than clickers, we will use paper evaluations. The evaluations will be completed by the students and handed in for them to receive the lunch.

Exhibitor Evaluations:

Same as last year; Johanna will set up a Survey Monkey.

Event Programs:

IBM Tucson has once again offered to provide in-kind printing of the K2E Programs.

Raffle Prizes:

There will be no raffle prizes.

Nametags

There was no discussion at the 11/07 meeting about possible passports.

Bags

Bags will be stuffed the morning of 2/10/2015 at the MEC office..

Copies, Filing, Materials Collection

We will address this at a later date; the MEC office will handle (with the exception of nametags if Dr. Pitel can have those done at PCC as last year.)

Website / Social Media

The event has been listed on the City of Tucson MEC website.

6.0 NEXT MEETING

Next Meeting: TBD, MEC office.

7.0 ADJOURNMENT

Motion: Nancy Schneider

Second: Johanna Duffek

Motion carried 9-0.

Meeting adjourned at 10:30 a.m.