

**METROPOLITAN EDUCATION COMMISSION
KEY TO EMPLOYMENT FOR THE 21st CENTURY SYMPOSIUM
SUBCOMMITTEE MEETING MINUTES
Friday, January 8, 2016 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, Shawn Graham, Yvonne Sandoval, Larry Jones, Don Ruedy, Nancy Schneider, Janet Major.

- 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 DECEMBER 4, 2015 MEETING MINUTES
Motion: Shawn Graham
Second: Yvonne Sandoval
Motion passed unanimously.
- 5.0 PLANNING FOR THE 2016 KEY TO EMPLOYMENT SYMPOSIUM –
DR. JUNE WEBB-VIGNERY
The date of the 2016 Key to Employment Symposium is Wednesday, February 3, 2016, from 9:00 a.m. to 12:30 p.m., at the University of Arizona Student Union Ballroom.

Space/Logistics:

Morgan McClincy has reserved the Student Union Ballroom for Wednesday, February 3rd, 2016. The Student Union will invoice the MEC after the event to account for any extra expenditures.

We will have access to the North & South Ballrooms, as well as the 4 side rooms (Rincon, Santa Rita, Tucson, and Catalina. The Catalina and Rincon Rooms will be used for extra exhibit space; the Tucson Room will be used for the two UA College of Engineering workshop presentations; and the Santa Rita Room will be used for the UA / Pima Community College 2+2 Program workshop presentation and the RCAC workshop presentation. Each workshop presenter will have their own laptops. Janet Major will video the 2+2 and RCAC workshops for presentation at later dates through the UA Telemedicine Program.

Nancy Schneider mentioned that there was a need for extra electricity at last year's event, partially because some of the outlets did not work. Morgan McClincy said that there could be additional costs associated with this situation and that the issue should be taken care of in the registration process – it was suggested that the request for electricity in the

exhibitor registration form be bolded out. Don Ruedy suggested that the assignments for electricity be explicit.

We will eliminate the “Two chairs per table” provision, and provide only what the exhibitors specifically request in this regard. The exhibitors should be explicit on their needs when registering.

Sponsors:

Tucson Electric Power has committed to a \$2,000 sponsorship. There is a total of \$17,433.00 requested throughout the community. We are awaiting remittances from Bombardier Aircraft Maintenance, Pantano Animal Clinic, and UA Research & Economic Development.

Exhibitors:

We should have 72 exhibitor entities, who have committed to attendance.

School Registration:

The MEC office will handle school registrations; 48 schools have been contacted and have responded. We have 443 students registered at present.

Campus Tours

Morgan McClincy has requested the list of schools and arrival times; Ed will send these to her for the campus tour guides once they are finalized.

Hospitality Breakfast:

It was decided that we will NOT provide a hospitality station, but will provide coffee and water in the Diamond Atrium instead. The additional space will be used for exhibitors. Johanna will provide water bottles for the exhibitors.

Workshops:

The Tucson Room will be used for the two UA College of Engineering workshop presentations; and the Santa Rita Room will be used for the UA / Pima Community College 2+2 Program workshop presentation and the RCAC workshop presentation. Each workshop presenter will have their own laptops. Janet Major will video the 2+2 and RCAC workshops for presentation at later dates and locations through the UA Telemedicine Program.

The workshop presentations will be announced in the North Ballroom; students will attend on a first-come-first-served basis until the workshop rooms are filled.

Lunch:

Ed has contacted Kelly Carpenter at Papa John’s Pizza Speedway & Tucson Blvd. store to alert them about the event. She has responded that they look forward to working with us. Ed & Johanna will send the final order numbers to her the week of the event.

Volunteers

Nancy Schneider, and Johanna Duffek will register the Exhibitors; Larry Jones and SALEO volunteers will assist the exhibitors' load-ins; Ed Nossem and YAC/TTC volunteers will sign in the schools at the student tables. Ed will get the names of the YAC/TTC volunteers at the 1/20/2016 YAC/TTC meeting. These youth volunteers will also assist in leading the student groups to the workshop rooms, distribute and collect the student evaluations (along with Rick Gary from PCC who has also volunteered); and assist in serving the pizza along with the other volunteers, including Molly Gilbert. Ed will act as a "floater", and also announce the workshop presentations. Dr. June Webb-Vignery will be on hand to observe and oversee the processes.

Parking:

Morgan McClincy has reserved 80 parking spaces, Mike Wallace is the contact. These spaces have been reserved at \$4.00 each, for a total expense of \$320.00.

AZ Sci Tech Festival

Don Ruedy reiterated that the K2E is one of six Arizona Sci Tech Festival Signature Events. They will assist with the event program layout if we request it.

Transportation of Participants/Arrival Times:

We will use the same format as in previous years, with 3 different sets of arrival times, Blue, Red, and Green groups. The busses will arrive at the corner of University and Cherry Avenues; the Old Main access point is a fire lane and we cannot use it.

Ed is in the process of finalizing the arrival times, and is contacting the school representatives and the school district transportation entities. Karl Oxnam of the TUSD CTE department has been an invaluable aid in this process with the TUSD schools.

Evaluations:

We will use paper evaluations. The evaluations will be completed by the students and handed in for them in order to receive the lunch. Janet Major will take the completed evaluations and have the data compiled in Excel format.

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. We are in the process of getting the logos of the sponsors, using the format as described in the Sponsor Form (\$500 and above gets a ¼ page ad in the program).

Raffle Prizes:

There will be no raffle prizes.

Nametags

The same procedure will be used as last year; 3 different colors for the students based on their arrival times.

Bags

Shawn Graham will be our Pima Community College contact for the student bags, and said that he can get Pima Community College pencils. Ed will count the surplus bags at the MEC office, and will request them as we get firm numbers of student attendees. We will need to know the turnaround time for the production of the bags, which will be stuffed the day before the event.

Copies, Filing, Materials Collection

Johanna suggested that she create a flyer to send to the schools. The exhibit table signage will be handled by Johanna as well. Ed will print out the student evaluations.

Website / Social Media

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

6.0 NEXT MEETING

A debriefing meeting will be called, date & time TBD.

7.0 ADJOURNMENT

Motion: Johanna Duffek

Second: Nancy Schneider

Motion carried unanimously.

Meeting adjourned at 10:20 a.m.