



Brian Sandoval  
Governor

## STATE OF NEVADA

### GOVERNOR'S OFFICE OF SCIENCE, INNOVATION & TECHNOLOGY

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Brian L. Mitchell  
Director

### PUBLIC MEETING MINUTES

Name of Organization: Community Partnerships Subcommittee  
Date and Time of Meeting: Tuesday, March 20, 2018 @ 8:30 A.M.  
Place of Meeting: Nevada State Library and Archives  
Governor's Office of Science Innovation and Technology  
100 North Stewart Street, Suite 220  
Carson City, NV 89701

Please use the following numbers to join the conference Call:

North: 775-687-0999 or  
South: 702-486-5260  
Access Code: 70987 push #

#### **I. Call to Order / Roll Call**

Chair Brandolyn Thran

The Community Partnerships Subcommittee was called to order by Chair Brandolyn Thran at 8:30 a.m. on March 20, 2018, on the tele-conference remote site, listed above.

#### **Members Present**

Brandolyn Thran  
David Philippi  
Pom Jintasawang  
Leah Ochs  
Brian Mitchell

#### **Members Absent**

Cheryl Wagner

#### **Staff Present**

Debra Petrelli

A quorum was declared.

**II. Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.)  
Chair Brandolyn Thran

There was no public comment.

**III. Welcoming Remarks and Announcements**  
Chair Brandolyn Thran

Chair Thran welcomed everyone.

**IV. Approval of the Minutes from the January 24, 2018 Meeting** (For possible action)  
Chair Brandolyn Thran

Chair Thran asked if there are any corrections to the January 24, 2018 Minutes as written. None were made. Mr. Mitchell made a motion to approve the Minutes of January 24, 2018, as written. Ms. Jintasawang seconded the motion. The motion passed unanimously.

**V. Review of Community Partnership Manual** (For possible action)  
Chair Brandolyn Thran

Chair Thran thanked everyone who made comments and suggestions on the Community Partnership Manual. She pointed out the latest major text changes were as follow: 1) Section 1.4: Updated the 3<sup>rd</sup> and 4<sup>th</sup> bullets per discussion at last meeting; 2) Section 3.3: Added information from the SCANS Report, which Mr. Philippi brought to the subcommittee's attention; and 3) Section 6: Drafted this section, high-level overview of evaluation and provided two example templates. She said she believes the subcommittee is getting close to the final draft of the document.

Mr. Mitchell commented on Section 1.4 of the manual and pointed out this section lists established community partnership (CP) programs in Nevada by giving examples of some existing programs. He pointed out by putting this information into this document, it may be construed as an endorsement of those programs. He said he does not know whether an endorsement is implied or even warranted. He pointed out that different CP programs may have different strengths and weaknesses, but feels the purpose of this manual is to help all CP programs achieve a minimum level of quality in serving business and industry representatives interested in establishing or improving, community partnerships with formal educators (i.e., schools and classroom teachers). He said he is not sure it is a good idea to list programs without having first measured them. Chair Thran replied this is a good point. She said they certainly do not want to appear to be endorsing a program without knowing very much about it. She said she believes there is value in listing them as examples, as this document is step-one in the process, by basically getting people to think about what a CP program is and what it can look like. She said the second-step is more of creating a solid rubric of how to evaluate different types of partnerships. She suggested including verbiage at the end of the section (Section 1.4) to say the CP subcommittee is not necessarily endorsing these examples, and that the subcommittee's 'Next Steps' include an evaluation tool for all CP programs. Mr. Mitchell asked whether they could just describe programs without actually naming them or referencing them in that section of the manual. He agreed it would be a good idea to foreshadow what the

subcommittee's next steps would be. He said he is hesitant to specifically list a program, due to implied endorsement, as well as programs not included may feel they are being excluded. He said everyone needs to have an opportunity to make this list of approved community partnership programs. Chair Thran said she will adjust the verbiage in this section and have it for review of the subcommittee at the next meeting.

Ms. Ochs suggested making a change on the "Evaluation Template" on page 2 of the manual, under "Educator" to clarify who is Ambassador/Presenter. She also asked whether a survey template should be created for students to provide feedback and address their concerns and likes about a CP program, which could be handed out by teachers. Chair Thran agreed she would add a third template to the manual for student's feedback.

Ms. Jintasawang asked if the audience for this manual had been decided upon. She pointed out, with the manual being 27 pages long, a reader may lose attention. She suggested they also prepare a shorter (one or two page) quick-guide directed at particular audiences with a brief summary of what is ultimately found within this manual. Mr. Mitchell agreed the larger 27-page document is good, but shorter versions directed at different target audiences would be beneficial, (i.e industry/business; educators), to include the evaluation forms and how-to guides. Chair Thran agreed once the manual is finalized, the subcommittee should break it down into several simple pieces targeted at specific audiences.

Chair Thran asked how the process will work to finalize the manual and get the final approval of the STEM Advisory Council. Mr. Mitchell said once the CP subcommittee has a final document, and upon notice to the Governor's Office of Science, Innovation, and Technology (OSIT), the CP subcommittee will be put on the STEM Advisory Council's next meeting agenda. He said someone from the CP subcommittee will need to be at that meeting to make a short presentation on the CP Manual and answer questions and take suggestions from the council. He added the document will have been circulated through the council prior to the meeting for their review. He said the council can then formally endorse the document. Chair Thran said once this document is fully complete, she will ask subcommittee members to assist in breaking out audience-specific informational guides for audiences such as "For Business" and "For Educators."

Chair Thran asked whether the Secretary's Commission on Achieving Necessary Skills (SCANS) Report for America 2000 had been received. Mr. Philippi replied he had not received it but will continue to work on getting a copy for the group. Chair Thran remarked it is a valuable document and because the topics are timely, it may prove to be beneficial and interesting to this subcommittee.

## **VI. Consider Future Agenda Items for the Next Meeting (For possible action)**

Chair Brandolyn Thran

Chair Thran said after one more round of changes to the manual, as discussed at this meeting today, she will present the final edit to the CP subcommittee at the next meeting. She also suggested a discussion on the short-version, audience-specific informational guides. Mr. Philippi suggested they consider input from others and possibly invite others to join the conversation. Chair Thran said this may be a good opportunity to grow the subcommittee and expand membership. She suggested a guest be invited to the next meeting by each member of

the CP subcommittee with thoughts on community partnerships and where the state is heading and what they would like to see. She said they could include a brainstorming activity on ideas that could best serve the kids of our state and what our next steps should be. Mr. Mitchell said he would invite other interested people from Northern Nevada. Chair Thran suggested that the group invite business people/industry sector, educators, etc. She agreed to prepare an email with verbiage inviting others to attend the next meeting, and send it to each member of the group.

**VII. Determine Next Meeting Date** (For possible action)

Chair Brandolyn Thran

Chair Thran said the next meeting date will be determined upon the compilation of the list of invited guests.

**VIII. Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.)

Chair Brandolyn Thran

There was no public comment.

**IX. Adjournment**

Chair Brandolyn Thran

Chair Thran adjourned the meeting at 8:58 A.M.