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Brian L. Mitchell
Director

PUBLIC MEETING MINUTES

Name of Organization: Community Partnerships Subcommittee
Date and Time of Meeting: Thursday, November 14, 2019 at 2:00 PM
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 #

1. Call to Order / Roll Call

Chair Brandolyn Thran

The Community Partnerships Subcommittee was called to order by Chair Brandolyn Thran at 2:00 P.M. on November 14, 2019, on the tele-conference remote site, listed above.

Members Present

Brandolyn Thran
Leah Ochs
Pom Jintasawang
Richard Knoeppel
Sue DiBella
Brian Mitchell

Members Absent

Audra Bauer
Cheryl Wagner

Staff Present

Debra Petrelli

2. **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.

3. **Welcoming Remarks and Welcoming of New Members**
Chair Brandolyn Thran

Chair Thran welcomed everyone back and commented it had been just over a year since the last meeting of the subcommittee and thanked everyone for reengaging and is looking to the future work the subcommittee will be producing. Chair Thran introduced the newest member of the subcommittee, Sue DiBella, Director of Community Engagement at UNLV. She comes from a background of public affairs and media relations and was previously UNLV's Strategic Planning Communications Director.

4. **Approval of the Minutes from the October 29, 2018 Meeting** (For possible action)
Chair Brandolyn Thran

Chair Thran asked if there are any corrections to the October 29, 2018 Minutes as written. None were made. Ms. Jintasawang made a motion to approve the Minutes of October 29, 2018, as written. Mr. Knoepfel seconded the motion. The motion passed unanimously.

5. **Discussion Regarding the Subcommittee's Charge and a Recap of Past Activities** (For possible action)
Chair Brandolyn Thran

Chair Thran commented that the purpose of the subcommittee's existence is to articulate the benefits of learning through meaningful community partnerships. She said the Community Partnership Manual was completed last year and believes the subcommittee is ready to get back to work. Mr. Mitchell pointed out the subcommittee has representatives from both industry and schools and has found in his travels around the state how difficult it is for the two groups to talk to each other. He suggested the subcommittee be tasked with providing assistance to those two groups in how to establish community partnerships, particularly on the educator-side, where there is a lot of uncertainty about how to establish community partners. He added that some schools excel in having good community partners, which greatly benefits their students, and then there are schools that would really like to accomplish the same thing but do not know how. He said likewise, he believes some folks in business would like to give back to schools in their neighborhoods and find it difficult to communicate with educators. He said the subcommittee needs to demystify and provide some good ideas on how to engage and create those partnerships. He said the subcommittee has created a lengthy Community Partnership Manual that goes into great detail of how to create a partnership. He said now the charge is how to distill that down to an easy to read, maybe single or two-sided document that could act like a primer, then direct the reader to go to the Manual for more detailed information. He said this subcommittee is a leader on this topic and hopes to get this information distributed to school districts and possibly statewide chambers of commerce or other workforce agencies that would benefit from it. He added it is important to keep a STEM focus because this is not just creating community partnerships in

general, but how to establish a STEM focused community partnership. Mr. Knoeppel, referring to the draft “at-a-glance” handouts *Establishing a Community Partnership*, said they are outstanding informational guides and are exactly what is needed for people to solicit community partnerships to have businesses and education working together collaboratively. He said these documents are excellent communication-starters.

6. Continued Discussion on a “Short-Version” of the Community Partnership Manual as an Audience-Specific Informational Guide (For possible action)

Chair Brandolyn Thran

Chair Thran thanked Ms. Bauer for her work on the audience-specific information guides *Establishing a Community Partnership*, who was unable to attend the meeting today. She said the next steps for these documents will be for all members of the subcommittee to review them and submit any comments, additions or questions to her by November 27, 2019. She said she will update the draft with all comments and suggestions, then circulate it back to the group for a final review. Ms. Jintasawang suggested adding a method of teleconference, on the guides under “Mentoring Partnerships,” of no more than 15 to 30 minutes with no travel time, which would be a bit more realistic for professionals with busy schedules. Ms. DiBella requested a separate conversation with Chair Thran for context on this item. Mr. Mitchell requested the Computer Partners Manual be sent to Ms. DiBella as well. He added that these short-version handouts were developed from that larger in-depth manual.

7. Discussion Regarding Future Projects for the Subcommittee (For possible action)

Chair Brandolyn Thran

Upon reviewing the Minutes from the last meeting of the subcommittee, Chair Thran said there were three ideas discussed; 1) a survey to identify the needs and barriers of community partnerships; 2) a frequently asked questions (FAQ) document which may come directly from the results of that survey. She said this would be different than the manual in that it would be more of a questions/answer format; and 3) providing a case study as an exemplar and looking at some of the successful partnerships that have been established from a range of businesses. She said we learn a lot from reading and interacting with real-world examples.

Mr. Mitchell suggested contacting “spotlight” schools, which are schools who have really come to understand and implement community partnerships, and feels they would really be helpful. He said those schools should include all schools including rural or suburban schools, in both Northern and Southern Nevada. He said he could reach out to a couple of schools he has in mind. He added to assist the subcommittee, he will develop a set of questions that could be asked of the school principals or partnership coordinators, making it similar to an interview-style blog post. He said this could be very helpful to other schools to see how these “spotlight” schools have approached community partnerships. Ms. DiBella asked whether that would be primarily K-12 as opposed to higher education. Mr. Mitchell replied in the past, higher education has not been a major focus for community partnerships and suggested the subcommittee consider its inclusion. He suggested that as Ms. DiBella reviews some of these documents the group is working on, she may find an opportunity to inject the higher education connection. Ms. DiBella agreed and said there are different types of partnerships at this level in higher education, but with some similarities. She added there is some data available and many institutions of higher education are in the same place in trying

to advance partnerships and looking at the best way to do that. Mr. Mitchell suggested in the future, once some of these items are finalized, he believes it would be helpful to reach out to a higher education institution and have a conversation about the materials produced by this subcommittee and the process of developing a community partnership. This would be an example of using the materials to strengthen what those institutions already have in place.

Chair Thran suggested the subcommittee prioritized the three items discussed as she does not believe all three items can be addressed at the same time and use their time effectively. Ms. DiBella commented that data collection had been started at UNLV for community partnerships and stated how time consuming the process is to put that data together. She said they actually had to hire a company outside of the university to conduct the survey and agreed, this item may be a bit much to take on. Chair Thran agreed and said developing a survey and actually putting it out is a big endeavor and takes a lot of effort to do it well. She suggested they hold off on that item until the subcommittee has a better sense of what it should include.

Chair Thran suggested the subcommittee begin working towards some “spotlight” schools with successful community partnership programs in place. Mr. Mitchell said he would craft some initial questions to set up interviews, which will be circulated to the group. He said he does have a couple of schools in mind and asked the subcommittee for any recommendations they may have for schools that fall into a “spotlight” category for demonstrating successful community partnerships. He said the value would be to show there is more than one way to start a community partnership to ultimately inspire other schools to give this a try. Chair Thran agreed and said it is inspiring to hear real-world stories and should prove to be very encouraging to other schools, and stated this will be the subcommittee’s priority item. She said along with this item we will finalize the one-pager informational guide.

8. Consider Future Agenda Items for the Next Meeting (For possible action)

Chair Brandolyn Thran

Chair Thran said future items to be address by the subcommittee will be the finalization of the one-pager information guide and hopefully the beginning of the “spotlight” schools’ questions for review and discussion.

Chair Thran asked the group for thoughts on having the next meeting in December or waiting until January 2020. After a brief discussion the group decided the next meeting will be on Tuesday, December 17, 2019 at 2:00 p.m.

9. 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.

10. Adjournment

Chair Brandolyn Thran

Chair Thran adjourned the meeting at 2:32 p.m.