



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: Monday, October 29, 2018 @ 4:00 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 #

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

Chair Brandolyn Thran

The Community Partnerships Subcommittee was called to order by Chair Brandolyn Thran at 4:01 P.M. on October 29, 2018, on the tele-conference remote site, listed above.

#### **Members Present**

Brandolyn Thran  
Cheryl Wagner  
Pom Jintasawang  
Richard Knoeppel  
Audra Bauer  
Brian Mitchell

#### **Members Absent**

Leah Ochs  
David Philippi  
Kelly Barber

**Staff Present**

Debra Petrelli  
Tracey Gaffney

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 thanked everyone for their attendance today.

**IV. Approval of the Minutes from the March 20, 2018 Meeting** (For possible action)

Chair Brandolyn Thran

Chair Thran asked if there are any corrections to the March 20, 2018 Minutes as written. None were made. Ms. Wagner made a motion to approve the Minutes of March 20, 2018, as written. Mr. Mitchell seconded the motion. The motion passed unanimously.

**V. Review and Approval of the Final Edit of the Community Partnership Manual** (For possible action)

Chair Brandolyn Thran

Chair Thran informed the subcommittee that at the last STEM Advisory Council meeting the Community Partnership Manual was unanimously adopted as an approved resource with a few minor graphic and cosmetic changes to be addressed. Ms. Wagner commented on specific examples currently included in the manual and whether regular updating to those examples would be necessary. She also discussed concerns with footnote 1 and identifying certain partners and not others. She suggested striking the footnote. The subcommittee agreed to remove the footnote.

Mr. Mitchell pointed out that the STEM Advisory Council had approved the substance of the work to the manual, which would include the edits requested by Ms. Wagner. He said once all edits are unanimously approved by the subcommittee, the document will be ready to be placed on the OSIT website as an officially recognized document by the STEM Advisory Council. He suggested an up-to-date and accurate document would be best to post so to alleviate constant required updates. He also echoed his concern on too much information or specificity currently in the document, where it calls out specific partners and does not mention others.

Chair Thran agreed footnote 1 would be deleted and website information would be updated. Mr. Mitchell pointed out that any group listed in the document can also be accessed by Google.

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

Chair Brandolyn Thran

Chair Thran opened discussion on a one-page informational sheet for distribution to educational audiences as well as industry audiences. She said it was previously decided this informational sheet would be comprised of excerpts from the Community Partnership Manual. She asked for volunteers to lead this effort and make a first stab at a one-page document. Ms. Bauer volunteered to work on this project. She asked whether a contact name should be listed to answer questions. Mr. Mitchell pointed out the “short-version” document will be posted on OSIT’s website, along with OSIT’s contact information, and added that OSIT’s contact information should also be included in the Community Partnership Manual. Ms. Bauer also suggested hyper-linking contact information in the document for the reader and informed the group she could have a draft of the informational document put together within approximately two weeks. Chair Thran thanked her for her assistance.

**VII. Discussion and Recommendations on Community Partnerships Subcommittee Membership Recruitment** (For possible action)

Chair Brandolyn Thran

Chair Thran asked for ideas from the subcommittee on membership recruitment. Mr. Mitchell agreed that recruiting new members from industry and other organizations would add some depth to the subcommittees’ conversation. He pointed out the subcommittee currently has good representation from Southern Nevada, both Clark County School District (CCSD) and industry and suggested that a recruitment from the Washoe County School District (WCSD) and a rural representative would be ideal. He indicated he would reach out to the WCSD on the subcommittees’ behalf. Chair Thran said she could reach out to an industry partner who was involved in the recent STEAM Summit which was sponsored by Barrick Mining in North Eastern Nevada.

Chair Thran pointed out that in recruiting new members it is imperative that the subcommittee know its direction and next steps that will be pursued. Mr. Mitchell mentioned the first steps for this subcommittee were defining what a community partnership is and to provide resources for both schools, businesses, and non-profits for successful community partnerships. He pointed out he is aware of schools and businesses that would both really appreciate having a community partner but are unsure of the steps in achieving this. He said by adding the Community Partnership Manual as a resource, those schools and businesses now have direction. He said with the short-version of the manual, a one-page informational guide, those basic directions are that much more achievable for schools and businesses. He suggested next steps for this subcommittee could be to follow in the footsteps of the STEM Advisory Council’s Informal STEM Learning Environments (ISLE) subcommittee, which is currently identifying needs by way of a survey. He said a survey could be used in order to better understand the barriers to community partnerships, both from the perspective of businesses and schools, and once those barriers are understood, a survey may provide this subcommittee with some avenues for further work products in assisting businesses and schools in developing successful community partnerships. He suggested doing some very basic surveys, which could possibly be productive next steps for this subcommittee by identifying the needs within communities.

Ms. Jintasawang agreed that focusing on the barriers would be a good idea. She added that industries not knowing who to contact in a school or whether they need to contact a central school district often creates those barriers, as well as what grade level or type of school would be the most appropriate for their presentations. She discussed further challenges that industry faces when approaching a school and trying to develop community partnerships and suggested an FAQ document with information on how to reach schools, possibly directed specifically at engineering societies or even specifically to women engineers.

Ms. Bauer discussed the California school system and the requirements for their volunteers that come onto a school campus. She said California schools require visitors to have updated TB shots, background checks, etc. It was pointed out there are requirements in visiting schools that fluctuate between school districts within the State of Nevada and it also depends on the grade level of the visit.

Mr. Mitchell said providing a contact list of people at a given school may be all that is required by some industry partners. He said another idea would be pointing out the different grade levels and how to address information to that age group, providing tips on how to conduct a high-quality visit to a school by an industry partner. He added this could all be combined with pictures and graphics for easy reading that communicates the message very quickly.

Ms. Wagner suggesting asking community members what they feel some of the barriers are with community partnerships and added that once a list is comprised, the subcommittee can make a decision on which barriers need to be addressed.

Mr. Knoepfel pointed out that just putting this manual together in general from an education standpoint is a huge step. He said a big struggle has been having a set of expectations for community partners, and this outlines everything in black and white, making it very straight forward and easy to read. He said taking out the grey-area of what a classroom can expect and what a community partner would expect to do would be helpful. He pointed out that depending upon the amount of time a community partner will spend in the classroom, they may or may not be required to have a background check, but these are all good points to address.

Ms. Wagner said much of this information can be gathered from school districts and asked whether the subcommittee would need to provide a list of each school district's contacts individually. Mr. Mitchell stated this subcommittee does not necessarily need to produce a comprehensive list of contacts at the school district level but rather point people in the right direction and to that information.

Ms. Jintasawang, as an industry partner, mentioned when she is contacted to do a school presentation, it often creates timing problems because most of these requests seem to come in at the same timeframe of one or two weeks, making it very difficult to fulfil all at once. She was curious whether schools could stagger career days to make it easier to find volunteers. Ms. Wagner pointed out that with 356 schools in the CCSD it is very difficult to address each school. Mr. Mitchell agreed that is a good point and said school districts throughout the state agreeing that careers days all fall the same week does create a burden on businesses. He said if that remains an issue, perhaps suggestions can be made to schools to consider other dates, as well as business. Ms. Jintasawang suggested sending school distribution lists to national

organizations, such as Society of Professional Engineers, Designing Women Engineers and Public Works Associations, which will ultimately be a much larger audience and may be able to provide additional volunteers for school visits.

Chair Thran said this discussion on barriers will help to prepare the survey that goes out to community partners to assist in creating successful partnerships from both industry and school perspectives. She pointed out that keeping focused on the one-page informational guide is priority, with next steps being a survey to collect information on barriers in community partnerships. She mentioned a recent STEAM Conference held in Elko in which the topic of how Tesla had some real success in putting together partnerships with particular groups had been discussed, and suggested the subcommittee write a similar case study on how to overcome barriers and the expectations for community partnerships. She asked whether there is an interest in something along those lines for the subcommittee to work on. Ms. Wagner advised caution on which community partners are used if a case study is prepared. She pointed out that many smaller businesses make very substantial partnership contributions, only not at the same level as Tesla. Chair Thran agreed that small and large businesses provide partnership contributions, and added the bottom line is to celebrate what they all are doing for students. She asked the subcommittee to come up with ideas on what could be called out and honored in a case study and then be shared with others.

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

Chair Brandolyn Thran

Chair Thran said a Doodle Poll would be sent out to determine the next meeting date.

**IX. 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.

**X. Adjournment**

Chair Brandolyn Thran

Chair Thran adjourned the meeting at 4:50 P.M.