

**Mississippi STC State Partners Meeting**  
**April 26, 2000 – 8:00 to 5:00**  
**Eagle Ridge Conference Center**  
**Hinds Community College**

**Members Present:**

Jean Denson  
Debbie Duncan  
Obra Hackett  
Joe Haynes (Member as of 4/26/00)  
William McHenry  
Kelly Riley  
Suzanne Ulmer

**Members Absent:**

Wayne Stonecypher  
George Walker

**Others Present:**

Amani Bailey  
Jeannine Drake  
Liz Vasquez (Facilitator)  
Fred Westcott

- Ms. Ulmer, State STC Director, gave an overview of the day and asked everyone to introduce themselves.
- Dr. Denson introduced Debbie Duncan as the new contact for Economic & Community Development. Dr. Denson shared with the group that she will be retiring as of May 31<sup>st</sup>.
- Ms. Ulmer expressed sincere gratitude on behalf of Mississippi's STC Initiative for Dr. Denson's work over the last two years. She stated that Dr. Denson's expertise and commitment were both critical in Mississippi in insuring that we received \$19.2 million dollars under the National STW Legislation. Dr. Denson will be greatly missed.

**It was the consensus of the State Partners that the following items serve as a guide for the operation of the workgroup:**

- **State Partners Membership:**

- Department of Economic & Community Development (Deborah Duncan replacing Jean Denson who is retiring)
- Mississippi Public Education Forum (William Lewis)
- Mississippi Parent-Teacher Association (Obra Hackett)
- Mississippi Economic Council (Blake Wilson)
- Mississippi Department of Education (Dr. Joe Haynes)
- Mississippi's School-to-Careers Initiative (Suzanne Ulmer, State Director)

- **Roles and Responsibilities:**

The members discussed what is expected of partners. The discussion focused on the necessity for everyone to be actively engaged to ensure informed decision making.

1. Attendance at meetings
2. Bringing organizational perspective to the whole group
3. Representing their organizations/able to commit organization
4. Becoming engaged in STC
5. Having an active role in carrying out work (state-level activities)

6. Coordinating local partnership grant processes
  7. Deciding what state-level activities should be
  8. Deciding how the state-level activities will be carried out
  9. Supporting T/A to local partnerships
  10. Be ambassadors for our STC Initiative in organizations, state, etc.
  11. Being knowledgeable about STC
  12. Partners are decision-makers and staff can attend meetings.
- **Meeting Dates and Times:**
    1. Discussion of other times and dates did not meet consensus
    2. Consensus is to keep the date on the first Tuesday of each month in place
    3. Change the time to 3:00 to 5:00 instead of 2:30 – 4:30
  - **Location**
    - Agreed to keep the same location - Department of Education/ Central High School Building, Room 143
  - **Facilitation**
    - Dr. McHenry recommended and the State Partners agreed to the Governor's office chairing the meetings with Ms. Riley serving as the facilitator of the meetings with support from the STC office.
    - Ms. Ulmer stated that in the STW development grant the Governor's office did chair this initiative, therefore, there is precedence for the Governor's office to chair the State Partners meetings.
    - Ms. Riley said she would be agreeable in entertaining the idea and bring it before the Governor for a decision.

### **Continuation Application for Locals**

- **Overview of Funding**
  - 3 RFP Competitions -
    - In the Spring '99, thirty-six (36) Planning Grants and six (6) Implementation Grants were awarded.
    - In the Fall '99, twenty-three (23) Planning Grants were awarded.
    - In the Winter '00, twenty-one (21) Planning Grants were awarded.
- **Review Draft & Continuation Application Process**
  - Ms. Riley suggested that the partnerships be required to give details on their activities and accomplishments.
  - Ms. Ulmer recommended and it was agreed to that the state partners review the continuation applications.
  - Ms. Ulmer stated that STC will reimburse travel expenses for the Local Partnerships to conduct peer reviews. Ms. Vasquez suggested that the STC office provide a day of training for the review process. She suggested that the session be utilized to get ideas for the planning of the Institute.
  - Ms. Ulmer indicated that STC will provide a training on the peer reviews during its statewide meeting on May 23<sup>rd</sup> in Jackson. Two people from each local partnership will be invited.
- **Timeframe (currently there are different cycles)**
  - Ms. Ulmer stated that the Fall '00 Grant Cycle will allow all 50 grantees to operate on the same cycle.

## State Level Activities

- **Evaluation**
  - Dr. McHenry - Federal Evaluation is now 2 pages.
    1. Convert all information onto the web site for input from partnerships
    2. Look over items and agree, disagree, make changes as needed
  - Plan is to send evaluation out to partners for review and input
  - A draft exists reflecting input from San Antonio Conference
  - IHL will provide the evaluation to the group for review to be discussed at Tuesday's meeting
  - Dr. McHenry said he will put the evaluation instrument on IHL's web site and disguise it so others will not have access the information.
  - IHL will email to each partner
  - It was the consensus of the state partners to discuss at Tuesday's meeting the baseline period for the evaluation process along with when and how it is to be distributed, collected and analyzed.
  
- **Product Development**
  - Allow the Cirlot ad agency to look at the State Partners recommendations and come back for a meeting and report to the state partners what they can do with product development.
  - Ms. Riley recommended that Ms. Ulmer meet with the ad agency and guide them through what the previous state partners had committed the state to do. The ad agency will be requested to research these ideas and provide the state partners with their findings and recommendations.
  
- **Marketing**
  - Planned for a statewide conference in the second year and again in the fourth year
    - Possible number of 500 people from partnerships
  - Mr. Westcott suggested that STC link with the Vocational Conference to make vocational people aware of STC and link together the various players of vocational, apprenticeships, STC, instructional, etc....
  - Provide TA for the local partnerships through an "Institute" type of conference this year.
  - National STW conference in October for all to "come together"
  - Suggestion for Dr. Haynes to explore with Mr. Sardin to see if STC can be a part of the Vocational Conference in July.
  - Ms. Riley suggested that we wait until next year to do a full conference and be a part of the Vocational Conference this year.
  - Dr. Haynes suggested STC have a half-day for the STC session in the afternoon so that the attendees would not have to spend the night. Ms. Ulmer indicated that the local partnerships be invited with a minimum of two people from each partnership.
  - Dr. Haynes agreed to talk with Mr. Sardin to see if STC could be a part of the conference. He will find out if it is possible to compile information in breakout sessions to connect Tech Prep, Vocational, and STC.
  - It was suggested that a large STC conference be planned and invite the vocational area, apprenticeship area, instructional area...etc.... Do some type of support for them to attend the national conference
  - Dr. Haynes requested that if Mr. Sardin agrees, the STC office would put together a group of people to plan a program for about 2 hours with a meeting

## **Student Services**

- With the assistance of Ms. Duncan, IHL will develop an RFP
  - Focus on under served areas
  - Investigate NSTWO/USDOL money
  - Leverage
- If there is extra \$'s, i.e., a non re-funded program, the \$'s will be awarded to remaining partnerships in a competitive manner

## **Internship**

- Ms. Ulmer will find Ohio's service internship program and distribute at next meeting
- Dr. McHenry will find abstract of MSU program and distribute at next meeting

## **More Follow-up**

- Ms. Riley will contact SBCJC to encourage participation
- Ms. Riley and Dr. McHenry will contact Mr. Walker regarding participation
- Ms. Ulmer will prepare an agenda for Ms. Riley to send out

## **SUMMARIZING on Decisions that were made**

- Ms. Riley to be the Chair of the State Partners Meeting
- STC office is a partner in addition to State Department of Education as a partner
- Partners are decision makers and staff can attend meetings
- STC - Gave state director go ahead to spend TA money for locals to come in for training
- STC - Change continuation form to request evidence on site/in file; add cover sheet
- STC - Two Local Partners will conduct review visits in June and July.
- STC - Partner / local pairs reviews in Fall
- IHL - Post/review evaluation instruction on IHL web site
- IHL - Set up email location
- Discuss at Tuesday's meeting:
  - Baseline period
  - When, how distributed, collected, analyzed
- IHL/STC - Meet with ad firm to talk them to research grant product ideas
- Joe Haynes - Vocational Ed conference overlapping session this year
- IHL - Start planning a big workforce development conference (set up planning group)
- IHL - Sponsor local partners to NSTWO meeting
- IHL - Put on 3 institutes
- IHL & DECD - Develop an RFP (\$35k)

## **Conferences**

- The National STW office will have a celebration on October 10 – 13, 2000
  - Institute will be a 2 and 1/2 day conference to provide TA, team time, and some facilitator training
  - Ms. Riley will start a plan at next Tuesday's meeting for the vocational conference idea
  - Link with Vocational Education conference 2000
  - TA Institutes - Host three (3) regional institutes – summer 2000
    - Ask STC coordinators to bring tech prep coordinator to institutes
  - Start planning a big statewide conference for 2001 (set up planning group)
  - Sponsor local partners NSTWO meeting

### **Issues for next meeting**

- Agenda for State Partners Meeting - Tuesday, May 2 @ 3:00 - 5:00, Room 143/MDE
  1. Follow-up action items (Ms. Riley)
  2. Evaluation (Mr. Watts)
  3. TA (Ms. Ulmer)
  4. State Meeting  
Working Group
  5. STC Directors Update
  
- **Meeting with the Cirlot Agency is planned for Wednesday, May 3 from 9-10 a.m.**