

**Delaware Pathways Steering Committee
Meeting Minutes
December 12, 2016**

Dr. Mark Brainard called the Delaware Pathways Steering Committee meeting to order at 3:02 pm on December 12, 2016 at the Delaware Technical Community College, Stanton Campus, Conference Room A116, in Newark, Delaware.

Attendance:

The following members were present:

- Mark Brainard, President, Delaware Technical Community College (chair);
- William Bowser, Attorney, Young Conaway, Stargatt, & Taylor;
- Matt Burrows, Superintendent, Appoquinimink School District;
- Victoria Gehrt, Superintendent, New Castle County Vo-Tech School District;
- Patrice Gilliam-Johnson, Secretary, Department of Labor;
- Steven Godowsky, Secretary, Department of Education;
- Verna Hensley, Vice President, Public Affairs, Easter Seals of Delaware;
- Paul Herdman, President/CEO, Rodel Foundation;
- Rita Landgraf, Secretary, Health and Social Services;
- Brian Nixon, Chair of Delaware Manufacturing Association (by phone);
- Teri Quin-Gray, President, Delaware State Board of Education;
- Gary Stockbridge, Chair, Delaware Development Workforce Board;
- Michelle Taylor, President/CEO, United Way of Delaware; and
- Bernice Whaley, Director, Economic Development Office (by phone).

Also attending the meeting:

- Luke Rhine, Department of Education;
- Sandra Mullett, Department of Education;
- Damian DeStefano, Office of Governor Jack Markell;
- Rachel Turney, Department of Labor;
- Jocelyn Langrehr, Department of Labor;
- Stacey Laing, Department of Labor;
- Laura Stimson, Strongpoint Marketing;
- Jenna Bucsak, Rodel Foundation of Delaware;
- Paul Morris, Delaware Technical Community College;
- Kim Joyce, Delaware Technical Community College;
- Justina Sapna, Delaware Technical Community College;
- Lisa Stoner Torbert, Delaware Department of Education.

I. Welcome and Agenda Overview

Dr. Brainard welcomed everyone and thanked Mr. Rhine and Dr. Godowsky for the support from the Department of Education.

II. Review & Approval of Past Meeting Minutes

Dr. Brainard noted that Mr. Rhine had provided previous meeting minutes in advance of the meeting. Dr. Brainard asked for a motion to approve the minutes. The motion was made by Ms. Landgraf and seconded by Mr. Burrows, all steering committee members present were in favor of approving.

III. Review & Approval of Delaware Pathways Strategic Plan

Dr. Brainard asked Mr. Rhine to review the strategic plan which was provided in advance of the meeting. Mr. Rhine gave an overview of the strategic plan and noted there were four areas for review. Edits to the strategic plan were noted, with the most significant changes occurring in the section entitled, "Delaware's Talent Pipeline."

The steering committee provided additional comments. Ms. Gehrt requested a historical component be added to the executive summary. Steering committee members were in favor of the addition, and Dr. Brainard suggested that Mr. Rhine and Ms. Gehrt complete this task. Dr. Brainard asked for a motion to approve the strategic plan, with the understanding that historical language would be added to the executive summary. The motion was made by Ms. Quin-Gray and seconded by Mr. Bowser, all steering committee members present were in favor of approving.

IV. Review & Discussion of Delaware Pathways Briefing Paper

Dr. Brainard asked Mr. Rhine to provide an overview of the Delaware Pathways briefing paper. The steering committee members met in small groups to discuss edits to the briefing paper. Small groups were facilitated by staff from partnering organizations, specific individuals are noted in the meeting attendance record. Each facilitator briefly reported out on the feedback received during the group discussions. Dr. Brainard asked Mr. Rhine to compile feedback for the steering committee members to review. Dr. Brainard thanked the facilitators and steering committee members for their feedback.

Dr. Brainard asked Mr. Stockbridge to clarify the role of the Delaware Workforce Development Board in relation to career pathways. Mr. Stockbridge provided a brief overview of the role and work of the Delaware Workforce Development Board. The Workforce Development Board has a standing Pathways committee to ensure coordination of efforts across the Delaware Departments of Education and Labor, and through Delaware's combined state plan under the Workforce Innovation and Opportunity Act.

V. Discussion of Legislative Outreach

Dr. Brainard discussed hosting legislative outreach. Dr. Brainard proposed hosting a lunch in February or March to include a presentation and opportunities to meet with students. Dr.

Brainard also discussed having a small group of steering committee members to meet with legislative representatives. All steering committee members were in favor of hosting the luncheon and conducting legislative outreach. Dr. Brainard asked Mr. Rhine to determine an acceptable date to host the luncheon.

VI. Summary of Next Steps

Dr. Brainard asked Mr. Rhine to summarize next steps.

- Mr. Rhine will follow-up with Ms. Gehrt on the suggested edits for finalization of the Delaware Pathways Strategic Plan;
- Mr. Rhine will paraphrase the feedback on the Delaware Pathways briefing paper received during the breakout session and post this information electronically for steering committee members to review, an updated copy of the briefing report will be development in early January; and
- Mr. Rhine will work with staff from Delaware Tech, specifically Mr. Morris to secure dates for the legislative luncheon and outreach to members of the state legislature.

VII. Public Comments

There were no public comments.

Dr. Brainard adjourned the meeting at 4:24 pm.

Minutes submitted by: Sandra Mullett, Department of Education

Minutes approved by: Luke Rhine, Department of Education