MINUTES
ECONOMIC AND WORKFORCE DEVELOPMENT MEETING

DATE: Wednesday, February 17, 2016
CALLED BY: Wes Rowlands / Kevin Quinlan
LOCATION: Irvine Chamber of Commerce
2485 McCabe Way Ste. 150, Irvine, CA 92614
MEETING TIME: 4:00 p.m. to 5:00 p.m.

I. OPENING:
Meeting called to order at 4:00 p.m. by Co-Chair, Wes Rowlands.

II. SELF-INTRODUCTIONS:
Brian Dozer, John Kurth, Wes Rowlands, Kevin Quinlan, Glenn Roquemore, Corine Doughty, Merry Kim, Peter Chan, Dana Hindman, Linda DiMario, Diana Le, Glenn Wilkerson, Steve Madrid, Matthew Skaggs, Anthony Miller, Myrlene Chapman, Keith Tuominen, Pepper Russell.

III. REVIEW OF MISSION STATEMENT
Co-Chair Kevin Quinlan read through the Mission Statement which explains how the Committee and Task Force work strategies align with the goals and objectives of the Chamber and Economic Vitality Council.

IV. TASK FORCE REPORTS:
• ATEP: Corine Doughty provided an update. The design is due to be seen by DSA on March 8th or 16th. Groundbreaking is scheduled for December, 2016.

• Business & Education Development Summit: Corine Doughty provided an update. The Task Force is currently engaging mid-level Human Resources Managers, Technical and Line Managers to participate in a 2 hour “charette” in late March. The Task Force has prepared an electronic survey to be forwarded to participants with the goal of establishing a roundtable to gain information and move this project along.

Currently there is no way to measure education and industry performance and success. The ultimate goal of this project is to identify criteria and a process of measuring that is beneficial to both education and business.

Wes Rowlands related that he spent his college years at a school where you worked 6 months of the year and studied 6 months of the year. He noted that there is a great deal of experience gained by hands-on work in an internship or other program that provides this type of learning environment instead of all theory and classroom education.
- **Career Technical Education (CTE) Alignment:** The first meeting of this group has been held and work continues. A report showing alignment with the Chamber goals and initiatives will be generated from this 30 to 60 day task.

- **Education & Career Readiness Task Force**
  - **Career Discovery & Development:** Wes Rowlands presented updates.
    - The last session had an attendance of 127. The scaling process for the program is going well.
  
  - **Financial Forum:** Peter Chan presented updates.
    - Peter Chan and Wes Rowlands co-present this workshop to introduce middle school students to the world of stocks and investments. The next session will begin at Jeffrey Trail Middle School between March 22 and April 26, 2016. The Task Force welcomes volunteers to work with the students, there is no financial knowledge needed to participate. The workshops run 7:30 a.m. to 9:00 a.m.

  - **Job Shadowing & Internships:** Merry Kim presented updates.
    - The Edwards Life Sciences half day session was held on February 4, 2016. There were 30 students from Beckman and University High Schools in attendance. They toured the microbiology lab and had a chance to meet with new engineers about how and why they chose their professions. Glidewell Industries will be the next host location; however, these students will interview for the positions and be chosen from the applicants.

- **Skills Gap Solutions / Career Edge:** John Kurth provided updates.
  - The Chamber has partnered with IVC and UCI Extension address identified soft skills gaps of potential workforce candidates. Participants will collaborate in the Coursera online course. IVC and Irvine Chamber will fund the $35.00 Coursera cost for the first 30 students. Upon completion of that course, those 30 students will be invited to a 2 hour “Real World Business Workshop” hosted at the Chamber. These workshops will occur quarterly at the Chamber and will “test” their skill levels with practical application exercises. We are currently recruiting business people specifically experienced in business writing who will participate as Coaches/Mentors.

    As an added bonus, after the workshops are concluded, three (3) students will be selected from the 30 to participate in a “face-to-face” with C-Level executives. In our exploratory outreach to major local companies, several have replied with enthusiasm and great interest and include: CTC Global, Taco Bell International, Edwards Lifesciences, Kaiser Permanente, GDR Group, The Irvine Company, Western Digital, UPS, OCTANe and more. Brian Dozer and John Kurth have volunteered to select the Coaches/Mentors for the workshops.

    At this time there are no academic credits available; however, we may be able to apply for accreditation at a later time. After completion of the first session, it may be possible to scale the program for other educational institutions in the area such as Chapman, Concordia, etc.
Brian Dozer commented that he is currently developing programs to work with students to do a field study with the businesses in Irvine. This may be an opportunity to find out from those businesses what kind of skills gaps they see.

V. Forward Focus
A new exercise was performed at the January, 2016 EVC Quarterly Meeting, exploring a pre-defined set of 12 questions and challenges on what the Chamber can do to make this organization more effective, useful and relevant to Irvine businesses. The questions and answers were then assigned to the Committee most equipped to address those issues for further consideration.

Linda DiMario presented a PowerPoint document detailing the questions and answers assigned to the Committee for further review. That document is an addendum to these Meeting Minutes.

What do you believe are the biggest potential threat(s) to Irvine’s continued economy vitality?

Additions to the current list were: The affordability index (both business and residential).

Concerns expressed:
1) The ability of developers to “opt out” of having to include affordable housing in their new buildings, allowing elevated residential housing rates.

2) Is the city “business friendly?”

3) That density and increased traffic is not necessarily a bad thing. That the implications of attraction and retention are that there will be increased traffic and density because of the growing businesses.

What do you think the biggest challenges are for Irvine companies? What else can the Chamber do to help influence the development of our 21st Century workforce? What role can the Chamber play in closing the projected skills gap?

Additions to the current list were: Identifying the driving forces and figuring out possible scenarios to address. Partner with educational facilities to project what is coming down the pipeline.

Concerns expressed:
1) Continual outreach to local businesses to keep them involved and inviting them to participate.

2) Trends show that graduates from 4 year colleges are now going back to Community Colleges to gain more skills currently needed (soft skills as opposed to book knowledge).
3) Employers need help in accessing available skilled employees without excessive fees. There are several models in place to provide access to both traditional business industries (Legal, Banks) and to alternative industries (Medical Personnel, others).

4) The ability to generate curriculum fast enough to keep up with, and make an impact on business. This requires both education and business continual interaction to provide businesses with viable, “work ready” candidates.

5) Possible “mock internships” to be made available to students. Based on “real life” business situations, workloads would be completed by students and rated for practical application. Dana Hindman, Glenn Wilkerson and Merry Kim committed to development of this idea.

Additionally, Merry Kim agreed that the Intern and Job Shadowing Task Force could be separated into two and both groups be increased in membership.

VI. **NEW BUSINESS:** None.

VI. **CHAIR COMMENTS & DISCUSSION:**
- Keith Tuominen announced that the IUSD is having great success in the project-based learning approach with their high school students. They have several options available including the popular “Cube Satellite.”

VII. **ANNOUNCEMENTS:**
- February 25 – Webinar – “Global Multi-Cultural Business Relationships: the Do’s and Don’ts” Chile, China, and South Korea @ 12:00 p.m.

VIII. **ADJOURNMENT:**
- 5:06 p.m. Co-Chair Kevin Quinlan adjourned the meeting.

Minutes recorded by Pepper Russell

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**Next Meeting:**
March 16, 2016
4:00 p.m. – 5:00 p.m.

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