

## Internal BDW Staff Retreat

Tuesday, August 6th from 11:00am to 2:00pm Room: 13-327

### Agenda:

- Introductions (led by Jasmine)
- 11:15am to 11:30pm (15 min)
  - Icebreaker: What is a song that could be your walk-out song or song anthem of the year?
    - Queen - Don't stop me now
    - Technotronics - Pump up the jam
    - Destiny Child - Survivor
    - Rhett & Link - My OCD
    - Journey - Don't stop believing
    - Rancid - Fall Back Down
- Team round-robin activity (led by Alex)
- 11:30am to 12:30pm (60 min)
  - Review of org chart (led by Alex)
  - Dean - Alex Kramer
    - Navigate through
    - Putting out fires
    - Leadership, move forward projects
    - Connect work to the mission
    - Build relationships
    - Patience and understanding
  - DA - Robyn Ledesma
    - Administrative support i.e. scheduling, timesheets, communicating & maintaining important dates/deadlines/policies/procedures
    - Liaison for students/community members/staff/faculty/division/college
    - Goals: create easier to understand and navigate training material/informational resources/timelines
    - Support: clear & concise communications/referrals
  - PSC - Mary Hale
    - Resource liaison, logistics, oil
    - Onboarding new students into programs
    - Support: communication
  - Director, Workforce Development - Jasmine Jaciw
    - Oversee menlo park center & apprentice
    - Manage grants/budgets/reporting
    - Program creation/support/management
    - Goals: better process/procedures/collecting data, bring back for credit programs, increase employer engagement
    - Collaboration & feedback
  - Transition Coordinator, ACCEL - Janet Ramirez

- CEI Programs
- Project Director, Apprenticeship - David Gainey
  - New 18 months - 4 separate
  - XR, digital marketing
  - Pre apprenticeship
  - Apprenticeship
  - Redoing standards
    - contract
    - Course curriculum
  - Maintaining grants & all financials
  - Luncheon in Sep
- PSC, Menlo Park - Mercedes White
  - Works closely with Job Train
  - Job skills development & licensing exam prep
  - marketing/outreach/website updates
  - More organization collaborating with Jasmine
  - Infusing VR similar to the initiative being done for MEDA
- Coordinator Menlo Studio - Hyla Lacefield
  - Graphics design branch
  - XR branch
  - REDI initiative with District
  - Healthcare training - nurse training
  - Working towards upscaling
  - Oversee all the professional experts
- Roles & goals
- Feedback
- Working lunch (led by David)
- 12:30pm to 1:00pm (30 min)
  - Guided discussion
  - Lunch requests required by Monday, August 5th at 1:00pm
  - <https://prima-deli.res-menu.com/menu>
- StrengthsFinder activity (led by Robyn)
- 1:10pm to
- R - clear communication, welcomes feedback
- D - in-person communication
- M - adaptable communication
- J - email communication, teams (instant message)
- A - direct communication, all the details, quick chat in teams, email for documenting
- MW - direct communication, teams,
  - Link will be provided on Monday, August 5th
  - Communication styles or preferences
- What's your why? (led by Mercedes) 4155726054 - david
  - Opportunity to share why you are pursuing a career in education and/or workforce.

- Professional Development share-out (led by Mary)
  - Share any prospective pro development (on & off campus) opportunities that you are interested in participating in for the school year.
  - MH - bachelors, open to conferences, chambers of commerce leadership academy
  - MW - bachelors, open to project management, ASANA training
  - D - project management, excel, basic office training
  - J - CCAOE conference fall & spring, leadership academy,
  - A - ACCA training The Great Deans Training annual,
  - R - CLI & AI training
- Open Discussion
  - Costco Run
  - Brita filters
  - Coffee & reusable keurig
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