



Meeting Minutes – Workforce Working Group

Date: October 10, 2017

Time: 11 AM – 12:30 PM

Location: Prior Lake City Hall – Parkview Conference

Work Group Members:

Michelle Choudek (Chair)	X	Madelyn Hertaus	X	Patricia Timmons	X
Darren Kermes (Chair)	X	Brenda Lieske	X	Cindy Walters	X
Mike Beard		Kathryn Reeder	X	Tim Wynes	
Heather Fitzloff		Kellie McElroy Hooper	X		
Lee Foley		Nick Slavik			

Staff Members:

Stacy Crakes	X	Mark Jacobs	X	Jean Sinell	X
Barb Dahl	X	Tim O’Neill		Jo Foust	X

Guests:

Bob Crawford	X	Kathy Nielsen	X		
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The meeting was called to order at 11:03 a.m. by Dahl.

Introductions were made by attendees.

Agenda Item 1: Developing an Action Plan

The Workforce Group focused on three of the action plan items:

- 1) Develop better connections between employers and school districts
 - i. Possibly coordinate career fairs at schools. *The committee discussed the merits of including junior high students.*
 - ii. Work with school districts to arrange tours of manufacturing facilities and learn about various job options and required education training for the various career paths. *The committee discussed*

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connecting with post-secondary educational facilities, where a large number of Scott County students attend, and inquiring if their students would be interested in tours and collaborating with Scott County businesses; as a method of encouraging youth to return to the county and provide businesses with a pipe-line for future employees.

The University of River Falls has a number of students from this area. Students in their business, economic, computer science, management, marketing, and other related majors would like to tour Scott County businesses and learn more about career opportunities. A link will be provided for businesses that may be interested in connecting with the University of River Falls and providing tours. It was noted this may be a method to encourage students to return to Scott County and work locally. Committee members were invited to share the link with businesses. Email attached with contact information. Link to register: <https://www.uwrf.edu/CareerServices/Students/CareerTreks.cfm>

2) Educate students on what careers are available and parents on career pathway options. *The committee discussed the need to include parents in meetings/career fairs and to provide data which would illustrate the various career paths and earning potentials for the alternative higher educational degrees obtained.*

i. Expand mentoring opportunities between students and businesses and coordinate with resources available through the Optimists Club, Rotary Clubs and school districts.

ii. Focus on connecting with people when they are 18 to then stay in touch as they move through those 19-24 ages.

1. Next steps – review survey results and make findings, possibly establish focus groups; further analyze labor force data for the 18-24 year olds. *It was noted that 70% of the survey respondents were in high school, which impacts their ability to participate in the labor force.*

Kermes suggested viewing the YouTube video: Shift happens, as it discusses the number of career changes young adults make. He encouraged teaching skill sets to allow agility and shifts in employment. Link to video: <https://www.youtube.com/watch?v=u06BXqWbGvA>

Action items identified to develop better connections between educators and the workforce included:

- *Invite an administrator(s) from local school districts to join the committee and obtain input on where gaps exist between education and workforce and on what is working well.*
- *Obtain an understanding of criteria school districts are rated on (core academic scores, etc.)*
- *Identify, with assistance from local high schools, post-secondary educational facilities, with high enrollment from our area, and connect these educational facilities with our businesses.*
- *Gather statistical data on the earning potential for various career paths as it relates to required educational attainment and share the information with the group and others.*

6) Complete a local Business Retention and Expansion Survey

1. BRE Committee (including representatives from Housing, Educational Preparedness, and Transportation Work Groups) to develop questions, including potential training programs that are offered at businesses, business interest in working with local school districts, etc.

2. Coordinate business surveys with the local cities/EDAs.

3. Utilize the Greater MSP survey template and add local questions

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The Business Retention Survey subcommittee will be meeting on October 18th to discuss the retention of a firm to assist with the Business Retention Survey process. Questions to be included in the survey will be finalized.

Agenda Item 2: Steering Committee Update

- Community Engagement Events have been proposed in order to obtain input from identified groups that may need assistance as a part of a collective impact program. An event will be held on October 24th through Community Health, which will focus on community health issues. Housing, workforce and education engagement sessions will also be held, with a transportation component included with each topic.
- Comp Plan Engagement Presentation- Dahl reported that “Career/Workforce High-Level Themes” identified through a survey included the lack of job opportunities, lack of high-end jobs, higher education needed, work outside of Scott County, Skills mismatch and need more competitive wages.

Agenda Item 3: SCALE Presentation – Friday, October 13, 2017

Workforce Readiness: Attracting and Retaining Employees in Today’s Workforce Environment

Dahl reported there will be a business panel discussion Cambria, Mystic Lake, Onsite Engineering and Hy-Vee will be a part of the discussion.

Agenda Item 4: Employer Survey Update and MNCAPS Fall Project Update

A firm will be retained to assist in completing the business surveys (discussions with the Morris-Leatherman Company). It is proposed 400 employers of the 3000+ employers will be surveyed with two presentations at the conclusion of the surveys.

Agenda Item 5: Community/District Employment Resources and Costs Updated list.

Information on school districts and the career and college programs offered by district was distributed. This included the school districts of Belle Plaine, Jordan, New Prague, Prior Lake-Savage, Shakopee, Southwest Metro Intermediate and Burnsville-Eagan-Savage. Lakeville school district information will be added when it is received.

Agenda Item 6: Job Gap Handout.

A handout was provided which identifies the gap in jobs needed to retain local skills. The primary job gaps include manufacturing, finance, insurance and real estate, health care and social assistance, professional, scientific, and technical services and transportation, warehousing and utilities.

The next meeting will be held on Tuesday, November 14, 2017 at 11:00 a.m.
The meeting adjourned at 12:30 p.m.

Crakes, Stacy

From: Jacqueline Hughes <jacqueline.hughes@uwrf.edu>
Sent: Wednesday, October 11, 2017 12:53 PM
To: Dahl, Barbara; Crakes, Stacy
Subject: RE: UW-River Falls CBE Conference Call 6/27/17 - Internships and Career Treks

Hello Barb,

Thank you for including our Career Treks program in your workgroup session. This is fantastic news! Yes you may forward the email and link. There is additional information for employers on our website regarding "Hosting a Career Trek." If employers have any questions they may also contact me directly, as our college, the College of Business and Economics sponsors and collaborates with UWRF Career Services on the Career Treks program.

We will be exploring and confirming our Spring 2018 Career Treks employer tours before the end of October. We would be very excited to include a few Scott County employers. We also maintain a waiting list for the subsequent term.

An additional note, our college includes the following majors: Accounting, Business Administration, Finance, Management, Marketing, Economics, Computer Science, Information Systems, and Data Science and Predictive Analytics. We also have an MBA program.

Thank you again for your assistance. I'm looking forward to the possibilities!

Best regards,

Jacqueline

Jacqueline Hughes
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COLLEGE OF BUSINESS AND ECONOMICS



From: Dahl, Barbara [mailto:BDahl@co.scott.mn.us]
Sent: Wednesday, October 11, 2017 11:30 AM
To: Jacqueline Hughes <jacqueline.hughes@uwrf.edu>; Crakes, Stacy <SCrakes@scottfss.org>
Subject: RE: UW-River Falls CBE Conference Call 6/27/17 - Internships and Career Treks

Hi Jacqueline,

We did share this information with our workgroup yesterday and they were very excited about the possibilities this may bring to local employers. If it is OK with you, we will be forwarding the email and link so that our group members can spread the word about this opportunity. Hopefully, employers can then fill out the link. We will cc you in the event people have questions.

Let us know if that works for you. Thanks

Barb

From: Jacqueline Hughes [<mailto:jacqueline.hughes@uwrf.edu>]
Sent: Tuesday, October 03, 2017 11:36 AM
To: Crakes, Stacy
Cc: Dahl, Barbara
Subject: FW: UW-River Falls CBE Conference Call 6/27/17 - Internships and Career Treks

Good day Stacy and Barbara,

I hope this message finds you well and enjoying the fall season thus far. It is hard to believe it is already October. The leaves have not changed much over here, how about there?

I'm writing to follow up on our conversation we had back in June regarding connecting our UWRF students with Scott County employers via our Career Treks Program and/or Internship Programs. **We are curious about your survey results regarding these topics.**

Please let me know if you would like to cover this topic via email or if we may schedule a brief phone conference, whichever is most convenient for you.

Again, UWRF CBE has had a very well received Career Treks program thus far. We are visiting eight new employers this fall, and will be confirming our Spring 2018 UWRF Career Treks destinations over the coming weeks (<https://www.uwrf.edu/CareerServices/Students/CareerTreks.cfm>). We would be very excited to include a few Scott County employers in our program for the spring!

We have been discussing the fact that we have many students from your area who attend UWRF, and return home to the Scott County area for the summer, thus making them viable candidates to fill a potential work force need.

Thank you for your time and consideration.

Best regards,

Jacqueline Hughes

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[Click here to make an appointment](#)



From: Jacqueline Hughes
Sent: Wednesday, June 28, 2017 11:21 AM
To: Crakes, Stacy <SCrakes@scottfss.org>; 'Dahl, Barbara' <BDahl@co.scott.mn.us>
Subject: UW-River Falls CBE Conference Call 6/27/17 - Internships and Career Treks

Hello Stacy and Barbara,

Thank you again for your time during yesterday's conference call regarding **Scott County employers and our UW-River Falls College of Business and Economics Internship and Career Treks programs**. I enjoyed our conversation and look forward to coordinating our efforts to bring students and employers together.

Also, thank you for adding questions to your Employer Survey, to address whether there is local interest in pursuing internship programs and/or Career Treks with UW-River Falls. We look forward to hearing the results of your survey this fall. How will you be sharing those results with us?

Again, the UWRF College of Business and Economics degree programs include Accounting, Business Administration, Computer Science and Information Systems, Data Science and Predictive Analytics, Economics, Finance, Management (including Operations and Human Resources), and Marketing.

Note: UWRF has three other colleges: College of Agriculture, Food and Environmental Sciences, College of Arts and Sciences, and the College of Education and Professional studies. Career Treks has not yet been expanded to these colleges.

Regarding our Career Treks (company visits) program, the deadline for confirming our Spring 2018 trips will be October 11, 2017. We are certainly hoping to hear from interested companies in the Scott County area. For more information about the UWRF CBE Career Treks program (i.e., FAQs, Hosting a Career Trek, contact information, etc.) please refer to our webpage, <https://www.uwrf.edu/CareerServices/Students/CareerTreks.cfm>. The companies who partnered with us for the 2016-17 Career Treks were so positive about the experience they requested us to come back. As follow-up in the interim, we have invited those companies to campus to engage directly with students via different seminars.

We encourage Scott County employers seeking employees (i.e., college interns, entry level, or experienced) to establish an account on our UWRF Hire-a-Falcon system, powered by Handshake software. The Hire-a-Falcon/Handshake program acts as a liaison between employers who are posting job opportunities and candidates who are looking for employment. It is simple and friendly to use. Handshake is becoming an increasingly popular employment tool for colleges nationwide. If any of your employers have questions or need assistance they may contact our Career Services organization directly by referring to this page <https://www.uwrf.edu/CareerServices/Employer.cfm>

Here is an initial list of employers UWRF is interested in visiting –

- Shutterfly
- Seagate
- Canterbury Park
- Cambria (has employer accounts on Handshake)
- Amazon Distribution Center
- Mystic Lake

(Cargill and ConAgra - do come to our Career Fairs and have a relationship with our CAFES college)
(Valleyfair – has come to campus)

Special note: In addition to Alyssa Meierbachtol interning in your office, we have another UWRF CBE student interning at a local business, Cal's Market and Garden Center, Savage, MN.

Thank you again, and have a great week!

Warm regards,

Jacqueline Hughes

Jacqueline Hughes

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