



Digital Graphic Design PROGRAM

Digital Graphic Design Advisory Board Meeting

December 12, 2012

Noon - 1pm CA 202

Minutes

Members present: Lisa Gardiner, Sareena Este, Nick McBride, Ted Kranz, Michael Giampaoli, Richard Swanson, Corey O'Brien, Kevin Massey, Randy Panfilio, Sue Mouck, and Lori Collier

Call meeting to order: 12:06 pm

General Business: Lori Collier

- a) **Update on the DGD program:** Lori gave an update on the CTE Grant and materials/equipment purchased with the funding.
- b) **Identify voting members:** A list of members was included in all meeting packets.
- c) **DGD Director's Expectations of Work Experience/Internship:** Lori gave an overview of how Work Experience/Internships will enhance the student's education while allowing them to witness a working business first hand. She emphasized that she can't teach to every employer's need, but that students gain a solid well rounded foundation giving them the ability to learn specifics on the job, as well as being dedicated, hard working and willing to learn students.

Presentation from Lisa Gardiner: Director of LCC Work Experience program

- a) **Overview of program:** Lisa reviewed handouts; Internship flowchart, employer application, memorandum of understanding, employment agreement, Student learning objectives. She gave an overview of the entire process and emphasized that students will be screened to match employer needs. Lisa explained that the student's work hours can be flexible based on employer needs. They can be worked all at once (example: special projects or busy time of year) or several hours once a week.

- b) **Comment/Questions:** Members shared several concerns regarding Garment District Regulations and local Design/Screen-printing businesses unable to hire because of state regulations. Lisa assured them that Work Experience/Internship is categorized as a mentorship and there should be no "hiring" conflict.

The question also was raised regarding contractual rights, and that students cannot take clients or business from the business that they intern with. Lori recommended a contractual statement be developed and included in the initial contract.

Other members recommended that employers take their supervision of the student seriously and don't turn the student over to work with a client without briefing them and working along side.

In general, all members in attendance were in favor of the Work Experience/Internship program and were supportive in mentoring of students.

Next meeting: Spring 2013

Several employers in attendance turned in the Intern Employer Application before leaving the meeting.

Adjournment: 12:52 pm

12/14/12 L.C.