

Tolles Career & Technical Center
Adult Education Institutional Advisory Committee Meeting
May 1, 2020 (Virtual Meeting)

The May 1 virtual meeting of the Tolles Career & Technical Center Adult Education Institutional Advisory Committee was called to order and participants were welcomed by Jay Poroda at 1:00 p.m. Those present were:

Jay Poroda, Assistant Superintendent of Tolles Career & Technical Center and Adult Education Director (jporoda@tollestechnology.com);

Beth Fogelsong, Adult Education Accreditation Liaison (bfogelsong@tollestechnology.com);

Jason Stanford, Economic Development Coordinator for Union County (jstanford@unioncounty.org);

Troy Shampel, Industrial Maintenance Adult Education Coordinator (tshampel@tollestechnology.com);

Josh McDowell, Public Safety Adult Education Coordinator (jmcdowell@tollestechnology.com);

Libby Gierach, Executive Director of Hilliard Chamber of Commerce (info@hilliardchamber.org); and

Bill Houk, West Jefferson Fire Chief (bh251@aol.com).

The purpose of the meeting was to look at the global view of the adult education programs offered by Tolles Career & Technical Center.

Beth provided a brief explanation of the Council on Occupational Education accreditation process being undertaken to accredit the Tolles Career & Technical Center's adult education programs of EMS, Firefighting, Industrial Maintenance, and Welding.

The committee agreed to the following Tolles Career & Technical Center Adult Education Mantra, Vision, and Mission Statement that was adopted by the Board of Education on February 20, 2020. Jay mentioned that Tolles is moving toward a "direction" for the school instead of a "strategic plan".

*Our Mantra
Lift All Students*

*Our Vision
As a leader in career-technical education, we launch students into their dreams for their future.*

*Our Mission
Our mission is to create an experience that goes beyond our students', families', and partners' expectations with bankable skills and positive relationships to ensure all Tolles graduates are prepared for their successful futures.*

Libby Gierach moved and Beth Fogelsong seconded that the above Mantra, Vision, and Mission be accepted. Motion passed.

Jay asked the committee to think of ways to incorporate service learning within the adult education programs. Discussion was held regarding the many shadowing experiences that are required for the Firefighting and EMS programs. It was also discussed that the Industrial Maintenance and Welding programs serves students who are already employed in area businesses and provides them with additional skills for future needs of employers.

The admission requirements for the adult education programs were reviewed and the general consent of the committee was that they were appropriate for the field of study. The general admission requirements are:

Admission for Tolles Career & Technical Center programs is open to anyone 16 years of age or older not enrolled in a full-time high school program. Application forms and additional required forms are on the Tolles Career & Technical Center Adult Education website under the Adult Education drop-down menu.

The following placement statistics were reported: EMT – Basic = 18 (2 dropped due to classwork being put online), Firefighting = 9, Industrial Maintenance = 15, and Welding = 9. Most students were reported from Madison County.

The following correspondence was sent to the Council on Occupational Education from the Superintendent of Tolles Career & Technical Center in response to Governor Dewine’s school closures and inability of Tolles to continue adult education instruction in a traditional manner.

On March 12, Ohio’s Governor Dewine ordered the closure of all K-12 schools in the state in order to help prevent the community spread of COVID-19. This closure will remain in effect until May 1, with the possibility of the closure continuing past May 1 and into the foreseeable future. Tolles’ Adult Programs are housed within a K-12 setting; therefore, we also closed our Adult Programs to honor the spirit of the directives outlined in Governor Dewine’s March 12 order.

Please accept this letter as formal communication that Tolles Career & Technical Adult Education Program will be closed until further notice. If and where appropriate and possible, some of our programs will continue to utilize electronic methods, such as Google Classroom, email, and discussion boards to complete any possible work. You stated in your March 13 communication with Tolles’ Assistant Superintendent that, “These options are not considered by the Council to be ‘distance education’ since the delivery of substantive course instruction is not taking place. Consequently, these computer-based communication options do not require COE approval.”

During this period, Tolles Adult Education staff will work with the students, the treasurer’s office and the Board of Education to develop a plan to allow make-up hours to be delivered once normal operations resume and to develop a plan to refund student tuition if hours cannot be made-up.

Josh reported the EMT – B program has been utilizing recorded powerpoint presentations and quizzes for the book portion of the class and the Firefighting class has been working through Google Meets for their bookwork. He also reported that this instruction has been working out well so far with good student interactions and questions. The hands-on labs are postponed until restrictions are lifted to be able to do them in person. The Ohio Department of Public Safety endorsed this type of learning for the programs.

It was also reported that beginning May 12, Tolles will be attempting to reopen the adult Firefighting, EMT, Industrial Maintenance, and Welding programs with additional safety precautions. A plan has been submitted to the Madison County Health Commissioner and the Ohio Department of Public Safety for their blessing to be able to move ahead with the plan. Josh was instrumental in developing this plan and it is expected to be finalized by Monday, May 4. At this time, Tolles does not anticipate starting new courses until additional government restrictions are lifted.

Troy reported to the committee the State of Ohio TechCred opportunities. This state program is for businesses to obtain reimbursement for employees to take adult education courses to further their knowledge in their current job or to train for a higher level job that leads to a certification. Members thought this was a good incentive for employers to send their employees to Tolles for further training in needed areas. Additional information about this program is attached.

Members reviewed the current recruitment processes and felt Tolles was doing what was necessary to attract local students to the programs. Even though no new programs will be added while Tolles is seeking accreditation, the members were asked what their vision of future program offerings/needs would be in light of their positions within their respective communities. The following suggestions were made: fire inspector program, soft skills classes, electrical skills, dispatcher program/classes for fire and EMS, and a certification for medical testers.

There was no further business or discussion. It was moved by Libby Gierach and seconded by Bill Houk to adjourn the meeting motion passed. The meeting was adjourned by Jay Poroda at 1:42 p.m. The next meeting of the Tolles Career & Technical Center Adult Education Institutional Advisory Committee will be announced in the fall.

Respectfully Submitted: *Beth Fogelsong*

Attachments:

[TechCred-Presentation_handout.pdf](#)

[TechCred_Program_Guidelines-1.pdf](#)