



Workforce Development Board
County of Middlesex

LITERACY COMMITTEE MEETING MINUTES

Tuesday, April 3, 2018
550 Jersey Avenue
New Brunswick, NJ 08901
9:30 a.m.

Attendance

Present: Roseann Bucciarelli, Ana Class-Rivera, Thomas Crane, Jasmina Dizdarevic, Yasmin Hernandez-Manno

Staff & Guests: Shamara Gatling-Davila; and Melissa Bernstein

Welcome and Introductions

The meeting was called to order at 9:40 am. Shamara asked everyone to introduce themselves and gave the committee time to look over the minutes from the last meeting.

Review of Minutes from October 18, 2017 Meeting

There were no concerns with the minutes. Roseann made the motion and Ana seconded the motion for approval of the minutes. Thomas Crane abstained from voting. The minutes are to be filed as is.

New Workforce Learning Link: Basic Computer Literacy for the Workplace

An instructor from the Middlesex County College has been hired to run the third Workforce Learning Link in the county, but second link in the New Brunswick One-Stop Career Center. He is currently scheduled to be an instructor from February of 2018 through June 30, 2018. Robert Masterson instructs computer literacy in three week cycles/ seventy-five hours. In lieu of marketing flyers, Guide by Cell has been used to market this computer literacy program. Those interested do not need to be unemployed to take advantage of this.

Review Marketing Strategies to Add or Omit Ideas

The marketing decisions have not been completed. A suggestion was made to make the literacy directory electronic. Making it electronic will allow edits to be made in a timely fashion and allow easy access for those meeting with clients and needing a copy. The committee was informed of the resource directory, Aunt Bertha, which now goes by the name Services Locator. It is an online resource for all of the agencies/resources in Middlesex County. Until the directory is electronically available, Services Locator is a great tool to use. Once the marketing material is decided on, it should be translated into the most common languages for this county.

Questions/Concerns Regarding Sections of Literacy Plan

The purpose of the literacy plan was reviewed again. The literacy committee members were asked to check their emails for the updated information sent to complete sections of the literacy plan individually. Once those sections are completed they will be submitted to Shamara. Some people may decide to work together to complete sections. Shamara will combine all the sections and distribute the rough draft for the committee to review/edit. Once revisions are made, the final draft will be distributed for review prior to submitting to Kevin for approval.

SkillUp Middlesex

Middlesex County offering over 4,500 courses through Free Online Learning Platform. Enhance skills and obtain industry recognized credentials by taking online courses developed by Skillssoft, a training provider used by Fortune-500 companies

- Free of Charge
- Manage your own online training
- Flexible, self-paced learning of essential workplace skills
- Courses to train for industry-recognized certifications
- Pass courses with 80% or higher to earn a completion certification
- Download and print your completion certificates
- Certifications for your resume that provide new interview talking points
- Professional development

Any New or Old Business

New Jersey Association for Lifelong Learning (NJALL) is an Adult Education Advocacy Group. If funding is cut for adult literacy, services provided by NJALL will take a hit. For those that want to have their voices heard, contact your legislature to oppose the funding cuts. NJALL is hosting their annual conference on Friday, May 11, 2018, at Brookdale Community College.

The TABE test is changing and is expected to be more in line with college and career readiness. The test will be more challenging than the current version of TABE. The length of time it will take to complete each test, will be longer as well. Middlesex County Office of Workforce Development plans to switch over to CASAS instead of the new TABE.

Adjournment

Ana made the motion to adjourn the meeting and Thomas seconded. Meeting Adjourned.

**NEXT MEETING: TUESDAY, JUNE 12, 2018 – 9:30AM ROOM G
550 JERSEY AVENUE, NEW BRUNSWICK, NJ 08901**