

## Office of New Americans

633 17th Street, Suite 1200, Denver, CO 80202

[newamericans@state.co.us](mailto:newamericans@state.co.us) | [www.colorado.gov/cdle](http://www.colorado.gov/cdle)

**Date:** 1/20/23

**Title:** STEM / IT Committee

**Location:** Virtual

**Chaired by:** Sarah Kitonsa

**Minutes and Facilitation Support:** Dana Bustamante

### **I. Attendance**

- A. Present
  - 1. Sarah Kitonsa
  - 2. Dana Bustamante
  - 3. Janelle Johnson
  - 4. Lorena Garcia
- B. Excused
  - 1. Beverly Jones

### **II. Minutes of previous meeting and matters arising**

- A. Discussion ensued

### **III. Draft STEM/IT report to January GTTF meeting**

### **IV. Interviews and dates**

- A. Goal - To hold a weekly interview where at least one committee member will conduct an interview with an organization representative or New American.
  - 1. Ask about funds for transcribing interviews
- B. Committee members are conducting outreach to:
  - 1. Tech-P grant
  - 2. Oracle
  - 3. TechNation
  - 4. Activate Work
  - 5. Licensing boards

### **V. Best practices as far as outreach and finding eligible individuals**

- A. Discussion ensued

### **VI. Structure of interviews**

- A. Ask if they are ok being recorded. Record meeting i.e., via Zoom. If not, take notes to share with the team.
- B. Meetings can be one-on-one if the interviewee is more comfortable, or if no one else is available to join.

### **VII. Action items**

- A. Set next meetings for February Feb 8, 2023 11 am; March 8, 2023 11 am; April 5, 2023, 11:00 am.
  - 1. Additional Meetings to be added based on guest speaker/interviewee availability.
- B. Question - What is the target date for committee report completion and do we have a template?