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MINNESOTA OCCUPATIONAL INFORMATION SYSTEM

Annual Report to Consortium Agencies

July 13, 1975 — June 30, 1976

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June 30, 1976

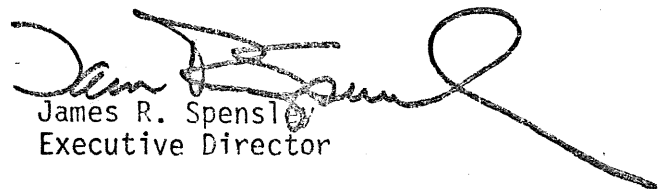
Members of the Consortium and other interested parties:

Enclosed is the first annual report of the Minnesota Occupational Information System as specified in Governor Anderson's Executive Order 118/118A.

This report is furnished to update users and providers on the development and operation of M.O.I.S. The Board and staff are anxious to have your comments and suggestions. We appreciate your continued support and encouragement.

Sincerely,


Emil W. Marotzke
Chairman of the Board


James R. Spensl
Executive Director

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*Job Analysis
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MINNESOTA OCCUPATIONAL INFORMATION SYSTEM
ANNUAL REPORT TO CONSORTIUM AGENCIES

13 JULY 1975 - 30 JUNE 1976

James R. Spensley, Executive Director

Emily M. Lemon, Marketing Services Manager

Richard N. Manley, Information Development Manager

Preface

The first report is necessarily biased toward developmental activities and the process of establishment. Our first year was spent in acquiring staff and creating relationships within the educational and manpower communities. Many decisions were made to meet grant requirements and are subject to review following the pilot testing. No decisions have been made which cannot be modified by the consortium as appropriate.

But we can report qualified successes:

- (1) staff capabilities are outstanding;
- (2) a "straw-man" system based on the Oregon Career Information System is available for broad review and enhancement;
- (3) the groundwork is laid for further occupational and educational data collection and information development; and
- (4) many people and institutions are aware of M.O.I.S. and are offering support.

M.O.I.S. approaches its second year with a better basis for development and a more complete understanding of Minnesota's needs and capabilities for career education and manpower development.

James R. Spensley
Executive Director

MOIS. What is it?

Minnesota Occupational Information System (MOIS) is a new state service designed to provide comprehensive occupational information to Minnesota residents. Access to this information will assist persons in all stages of career exploration by offering insights which will aid them in making career decisions.

Minnesota is one of eight states to receive a federal grant from the U.S. Department of Labor for the development of such information systems. It is based on a similar project in Oregon, now in its fourth year.

MOIS will be introduced in secondary and post-secondary educational facilities utilizing the interactive computer terminal network of the Minnesota Educational Computing Consortium. There are over 1300 such terminals located throughout the state in a variety of educational institutions.

Following this introduction, MOIS will be available to any private or public organization wishing to offer this service to its clients.

MOIS is current, accurate and locally relevant occupational information.

MOIS will provide information on approximately 300 occupational classifications, representing a majority of the jobs currently in the Minnesota occupational structure. Information on each occupation will include predicted employment outlook as well as data on entry and training requirements, required skills, duties, working conditions, salaries, advancement potential and related fields.

This information is being compiled with an emphasis on accuracy. It is based on intensive analyses of Minnesota labor market statistics, as well as staff contacts with individuals in each occupation. As a result, MOIS' information serves as an accurate indicator of the local labor market situation.

Also, due to the ease with which data can be changed on the computer, MOIS information can be updated quickly and inexpensively.

MOIS is meaningful occupational information.

But MOIS is more than just statistics. It is information designed to be meaningful to the user of the system as well as an important tool in career guidance.

MOIS offers two individualized approaches to career exploration. The first involves a direct request for information on an occupation. The second involves the use of "QUEST", a copyrighted questionnaire developed by the University of Oregon. With "QUEST", the user interacts with a series of questions regarding his or her self-assessed interests and abilities for work. Through "QUEST", the user can select a range of occupations which he or she would be likely to find acceptable. Many times, "QUEST" identifies a number of occupations with which the user is unfamiliar, offering additional avenues for career exploration.

MOIS is helpful occupational information.

"QUEST" and the occupational descriptions are only part of the career exploration resources supplied by MOIS. To assist the user further, MOIS offers the following additional information:

A RESOURCE FILE: This file features a list of where the user might obtain first hand experience with an occupation. The resource file consists of three parts.

The visit file is a list of individuals who have volunteered to visit with anyone interested in learning about their particular occupation. These visits may take the form of individual meetings, group discussions, or when possible, on-the-job visits.

There is also a list of existing career centers or fairs sponsored by local schools, businesses, or industries.

The user may also be referred to the Boy Scouts of America "Exploring" program which provides a wide variety of career exploration programs.

A BIBLIOGRAPHY: A bibliography cites numerous sources of further information on specific occupations.

AN EDUCATIONAL FILE: Developed by the Minnesota Higher Education Coordinating Board in cooperation with MOIS, this file specifies public two year post-secondary educational institutions where appropriate training can be obtained. A list of costs and services is included.

MOIS is coming soon.

In January, 1977, MOIS will be available for purchase by any organization wishing to contract this service. Where Minnesota Educational Computing Consortium terminals are unavailable, an alternate delivery system will be offered.

Through widespread use of both systems, the goal of MOIS is to become readily accessible to any Minnesota resident desiring occupational information.

TABLE OF CONTENTS

Preface	i
M.O.I.S. Introductory Brochure	ii
I. Administrative and Organizational Information	1
A. Staffing and office procedures	1
B. Staff development	1
C. Contracts with OCIS and MECC	2
D. Board of Directors	3
E. Problems encountered	3
II. Information Development	5
A. Occupational selection	5
B. Comprehensiveness of occupational selection	5
C. Occupational analysis as a process	6
D. Occupational information -- Adequacy of resources	7
E. Regionalization of information	7
F. Information development	8
G. Review boards	9
H. Referral of clients	9
I. Occupational development progress	10
III. Delivery Vehicle	11
IV. Marketing Services	13
A. Coordination with MECC regional coordinators	13
B. Development of mini-grant/pilot program	13
C. Selection of pilot sites	13
D. Analysis of alternative delivery systems	15
E. Market analysis	17

TABLE OF CONTENTS
PAGE 2

F. Pricing	18
G. Promotion and public relations activities	18
V. Sample printout of the Minnesota Occupational Information System	20

LIST OF TABLES

Organizational Chart

1a

APPENDICES

- A. Introduction to Professional Staff
- B. Board of Directors minutes
- C. Listing of Occupations
- D. Map of Regions, List of Counties

I. Administrative and Organizational Information

A. Staffing and office procedures

In March, 1976, staffing was completed for all permanent positions. An organizational chart is on the following page. An introduction to our permanent professional staff, which was prepared for presentation to our Board of Directors at their March, 1976 meeting, is attached, Appendix A.

The unanticipated delays in recruiting staff led to a Board decision in December to request an extension of the first year's work to September 30, 1976. This request was approved by the U.S. Department of Labor along with budgets and schedules suggested by M.O.I.S. staff.

Additional temporary Information Development Specialist positions have also been established. We are currently recruiting and hiring for these positions. We also expect to utilize several other temporary employees for such projects as data entry and organizing of the pilot sites.

Our basic office procedures and associations with other state agencies have been established.

Detailed work schedules and budgets have been prepared according to the revised grant schedule, ending September 30, 1976.

B. Staff development

In order to assist the staff in gaining skills required for occupational analysis, numerous orientations and seminars were

MINNESOTA OCCUPATIONAL INFORMATION SYSTEM

BOARD OF DIRECTORS

Executive Director
James R. Spensley
Minneapolis
296-6962

Fiscal and Personnel Agent
Secretary to Board
MN Higher Education Coordinating
Board (MHECB)
Richard C. Hawk, Executive Director
Donald P. Draine, MOIS Action Officer

Information Development
Manager
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296-2447

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Temporary
Data Entry

Temporary
Information
Developer

Temporary
Information
Developer

Information
Developer
Diane Tessari
Minneapolis
296-8293

Information
Developer
Opal Petersen
Stillwater
296-8298

Information
Developer
Joyce Lindgren
Lake Elmo
296-8292

Information
Developer
Gary Urban
St. Paul
296-8299

User Services Specialist
James A. Barnum
St. Paul
296-2907

Regional
Coordinators
MN Educational Computing
Consortium (MECC)

conducted by the Executive Director and Information Development and Marketing Services Managers. Topics included the following:

1. Career development theory (Ginzberg et. al, Roe, Super, Holland)
2. Occupational analysis (information gathering techniques, information flow, techniques for analyzing occupations and approaches for writing at the ninth grade reading level)
3. Computerized interactive information systems
4. M.O.I.S. information storage and retrieval
5. Basic use of the MECC Computer System

Also, an intensive two day orientation on attribute coding was conducted by Donna Johnson of the Oregon Career Information System. Specific guidelines were provided for assigning 'QUEST' attributes to those occupations pertinent to the Minnesota Occupational Information System. Additional arrangements were made regarding procedures for discussing attribute changes due to unique regional or state conditions.

C. Contracts with OCIS and MECC

Major contracts have been written and agreed to with the Oregon Career Information System (OCIS) and the Minnesota Educational Computing Consortium (MECC).

Oregon has agreed to provide staff training, computer programs, liason and consultation plus permission to adapt "QUEST" and the CIS concept to Minnesota.

Minnesota Educational Computing Consortium (MECC) is to provide the primary delivery system -- a large scale Univac 1110 System with a network of 1300 teletype terminals. They are also to provide technical services to adapt and maintain the Oregon programs and provide us with the capabilities of adding new programs to the M.O.I.S. design. They will also provide us with the means to modify the Oregon data base to Minnesota data. Also, the MECC regional coordinators (seven technically trained persons located regionally which provide assistance to MECC users) will be assisting the M.O.I.S. Marketing Services staff in pilot project activities in their respective regions.

Working arrangements have also been established with the Minnesota Department of Employment Services, Department of Research and Planning, to provide statistical data including employment wage rates, projections and other information to M.O.I.S.

D. Board of Directors

The Minnesota Occupational Information System Board of Directors have met eight times during the period covered in this report. The minutes of these meetings are attached, Appendix B.

E. Problems encountered

Due to technical problems encountered in acceptance testing, some uncertainty was expressed concerning the future use of the Univac 1110 with MECC. As a result of this, we postponed data entry and purchase of necessary data processing equipment.

Now that MECC will be keeping the Univac 1110 System, we are proceeding with these tasks.

However, due to this delay, we face a "data entry crunch" in meeting our pilot project deadline and the requirements of our grant. In order to meet these obligations, it was necessary to hire specialized consultants and utilize leased or borrowed terminal equipment.

Plans are being coordinated to establish M.O.I.S. under Minnesota law so that appropriations and/or user fees may be used to finance its activities. This will require certain accounting and fiscal changes and may be better implemented outside of the Higher Education Coordinating Board. Action will therefore be requested in the 1977-78 legislature to provide for the necessary supporting legislation and to identify M.O.I.S. for budget and accounting purposes within the State government. Further, because there are differences in our grant year (ending in September) and the Minnesota fiscal year (ending in June), and because we operate in accordance with the Minnesota fiscal year for planning and rebudgeting, we face some possible management and budgetary problems.

Specifically, when the Minnesota fiscal year ends, M.O.I.S. is somewhat short of meeting our fiscal year expenses because we have not received user fees from the end of the school year through September. However, at the end of our grant year, this deficit is made up. The resulting cash flow problems will necessitate some changes in our present accounting procedure.

II. Information Development

A. Occupational selection

Three hundred (300) careers have been identified to be covered in the Minnesota Occupational Information System. A list of these occupations is attached, Appendix C. In selecting these careers, three distinct but interrelated methods were used.

First, an analysis of census data for Minnesota revealed those occupations in which the largest number of individuals were employed. Coupled with supply and demand statistics for over two hundred (200) careers, this provided the initial list of occupations.

Second, information which examined the vocational choice, preference and aspirations of over 18,000 high school students in the State of Minnesota was used to refine this list. This survey was conducted by Indianhead Council, Boy Scouts of America, Exploring Division, St. Paul, Minnesota.

Finally, selected counselors in the Twin Cities area were asked to examine the three hundred occupations and offer recommendations regarding the comprehensiveness of the list.

B. Comprehensiveness of occupational selection

One of the initial goals of the M.O.I.S. was to select occupations which would best reflect the occupational structure of Minnesota and meet the needs of potential users. Accordingly, the careers which have been selected for use by the M.O.I.S. represent over 90% of the Minnesota work force as employed in 1970.

C. Occupational analysis as a process

In order to assist the staff in the development and analysis of occupations, numerous guidelines have been provided by the Information Development Manager. The following describes the process by which occupations are presently being analyzed.

1. Each staff member has been assigned specific careers and time-lines for their completion.
2. In analyzing each occupation, the staff uses a standard form as a work sheet. This form assists staff in recognizing the specific occupational topics they will need to cover, and requires identification of their sources of information.
3. Prior to writing the career description, each Information Developer must research numerous occupational topics contained within the career. These topics include duties, aptitudes, interests, working conditions, equipment, training and education required, methods of entry, advancement (career ladder and cluster), earnings and employment outlook.
4. After the occupational analysis is completed, it is placed in an occupational file which has been designed to expedite the flow of information as well as providing time-lines and validation procedures. The front of the file indicates when the occupational brief was written; staff member responsible; date approved and typed; date submitted to the Information Development Manager; date corrected; date proofed by the Executive Director; date placed on the computer; and date filed. The back of the file lists the resources staff have used for each occupational topic. The information is placed here so that it can be easily located when put on the computer resource file.

5. Each occupation is then verified by contacting people who are presently employed in the career. These people act as validating sources by offering suggestions and insight regarding the contents of the career description. After validation, the description is coded and placed on the computer.

D. Occupational information -- Adequacy of resources

Although numerous information resources exist for those careers high on the career ladder, very little information is available for careers requiring minimal abilities and skills, such as dishwasher.

Also, the availability of salary and employment outlook data by state or region is not available for some careers which have been selected for M.O.I.S. In order to obtain this information, telephone surveys to college facilities, placement officers and various industries may be necessary.

E. Regionalization of information

In order to satisfy our grant requirement of regionalized information, several regional breakdowns were considered. Selection of the most appropriate regionalization was based on three criteria.

First, the regions had to be diverse enough to represent a variety of situations in the state, but still economical for the collection of data.

Second, the availability of valid and reliable data on salaries and employment projections, and the manner in which this information would be reported was investigated.

Finally, the manageability of the data was considered. Obviously, if information was reported for too many regions it would easily become unmanageable; while reporting information on just a few regions would not provide the specificity required by our population.

The regional breakdown used by the Minnesota Department of Employment Services satisfied all of these criteria. They have divided the state into the following five geographical areas: Southeast, Southwest, Northeast, Northwest, and the Metropolitan area of Minneapolis/St. Paul. A map of these regions, and a list of the counties included in each is attached, Appendix D.

In using these five regions the cost of obtaining and distributing the information is minimal, the data reported is reliable and valid, and the regions are divided in such a manner as to allow the Minnesota Occupational Information System to report the information in a meaningful and concise way.

F. Information development

A questionnaire has been developed to examine the vocational choice, preference, and aspirations of secondary school students. Results of this questionnaire will assist the Information Development staff in selecting additional occupations for the second year. A

secondary purpose of the questionnaire is to examine student preferences for the types of information resources they prefer, and examining and rating the occupational topics they feel are significant to their decisions.

G. Review boards

To ensure the currency, accuracy and relevancy of our information, knowledgeable persons are asked to attest to its accuracy and offer recommendations for improvement. In the validating process, a letter explaining the role of the validator, an evaluation sheet and the written occupational briefs are sent to individuals actively employed in the career. After two or three days, an appointment is arranged and a staff member discusses specific comments on the occupational brief. Afterward, changes are made and the occupational brief is placed on the active system.

H. Referral of clients

Two files have been developed which provide the user with ways to get first hand experience with an occupation. These are the Visit file and the Exploring file.

The Visit file is a list of individuals who have volunteered to visit with anyone interested in learning about their particular occupation. These visits may take the form of individual meetings, group discussions, or when possible, on-the-job visits.

The Exploring file refers the user to a wide variety of career exploration programs, many featuring on-the-job experience.

Parts of these files are programs managed by the Boy Scouts of America. Agreement has been reached with Boy Scout area directors, outlining their specific responsibilities related to coding, writing and submitting their program information to M.O.I.S.

A bibliography file has been developed for each occupational brief produced by M.O.I.S. This file will refer users, counselors and students to numerous sources of further information.

The educational file for post secondary, 2-year public and proprietary schools, is being developed by the Minnesota Higher Education Coordinating Board. Specific topics to be covered in the file will include the objectives of training programs, courses offered, admission requirements, cost and other special considerations. Information on four year institutions is presently being developed by M.O.I.S. staff from catalogues and program descriptions. All information will be validated by participating institutions.

I. Occupational development progress

As of June 30, 1976, 196 occupational briefs have been completed and are in the process of being validated. A number of these briefs contain occupational topics which provide regionalized and state information.

For example, 60% of the briefs contain some regionalized information, while 30% contain information pertinent to the State of Minnesota. Only 10% report national information exclusively. Similar proportions will apply to all occupations currently selected for the Minnesota Occupational Information System.

III. Delivery Vehicle

The primary delivery vehicle to be used by the Minnesota Occupational Information System is the Minnesota Educational Computing Consortium (MECC). MECC consists of a large scale Univac 1110 System with over 1300 terminals, located throughout the state in a variety of educational facilities. Over 70% of the state's school districts are connected with MECC: reaching a potential market of over 90% of all secondary students.

A contract was let specifying responsibilities of the Minnesota Educational Computing Consortium to M.O.I.S. staff and clients. A lead programmer was assigned and the FORTRAN version of the Oregon programs "CIS" and "UPDATE" have been compiled for use during early development.

MECC personnel have also been instrumental in creating several presentation opportunities for M.O.I.S.

An advisory group has been tentatively formed among MECC users to discuss use of the computer in guidance and counseling areas. M.O.I.S. participated in the first meeting of this group and was well received. Many school counselors, however, are concerned that the fall of 1977 will not be covered by M.O.I.S. A smaller number fear the loss of currently available national data, especially college data, if the Guidance Information System (GIS) is discontinued.

MECC and M.O.I.S. are currently active in detailed technical explorations of the use of MECC as a delivery system with M.O.I.S. needs. No final decisions have been made. The system design now includes adaptation of

Oregon programming, with arrangements being made for data security, data recovery and data modification. M.O.I.S. will be programmed on the real time network. Further enhancements are planned; the most immediate being clarification of access and client accounting.

MECC will also be used for two other functions: management of information and as a validation tool.

As a management information system, a "STATUS" file will be recorded. This file will indicate information sources, staff assigned, date and nature of changes in the file, and validation information.

As a validation tool, a validator would use a MECC terminal to access the information to validate, read the file; and then type in reactions and recommended changes, if any. This message can then be printed out at our offices for immediate review.

Easy for both parties, this method of validation eliminates delay and lost materials.

This system will be particularly helpful in areas where it is not feasible for a M.O.I.S. staff member to personally visit the validator.

IV. Marketing Services

A. Coordination with MECC regional coordinators

The Minnesota Educational Computing Consortium (MECC) regional coordinators are an important element of the Marketing Services division. Specific arrangements are currently being made concerning the nature and scope of their involvement with M.O.I.S. By closely working with MECC regional coordinators, the Marketing Services staff should become familiar enough with the MECC system to answer many of the common technical questions that may arise.

B. Development of mini-grant/pilot program

A pilot project will be held in September at ten institutions: four high schools, two AVTI's, two community colleges, one state university and one MDES office. This will serve as a "trial run" of the Minnesota Occupational Information System, as well as a source of evaluative materials.

In selecting the sites for the pilot programs, a request for proposals letter was mailed to all secondary school superintendents, all Area Vocational Technical Institute directors, and all college and university presidents. This letter introduced M.O.I.S., explained the pilot program and requested applications.

Thirty-nine applications were received, plus as additional sixty requests for more information about M.O.I.S.

C. Selection of pilot sites

All applications received were judged by the following criteria: accessibility to MECC network; terminal time, and physical

availability of terminal in school; school space available for workshop/demonstrations; number of staff members committed to the program; ratio of counselors to students; geographic dispersion (rural, urban, suburban); socio-economic spread (disadvantaged population); nature of career guidance program now in effect; narrative responses to grant applications; interviews and inspection of facilities by M.O.I.S. staff; and geographical dispersion as it relates to the management capabilities and restrictions of the M.O.I.S. and MECC staffs.

Grant amounts were determined by the number of users each institution guarantees to introduce to M.O.I.S. Specifically, each site will receive \$100 for administration of the program, \$1.50 per student to cover computer time and \$4.00 per student to cover staff time. The Minnesota Department of Employment Services will be negotiated separately.

Based on the above criteria, the M.O.I.S. staff recommended to their Board of Directors the selection of the following pilot sites, user numbers and grant amounts:

St. Cloud State University, St. Cloud, 350 Students, \$2,025; Alexander Ramsey High School, Roseville, 400 Students, \$2,300; St. Paul School District #612, Johnson High School, St. Paul, 300 Students, \$1,750; Kasson-Mantorville High School, Kasson, 130 Students, \$815; Hutchinson High School, Hutchinson, 400 Students, \$2,300; East Grand Forks Vocational Technical Institute, East Grant Forks, 300 Students, \$1,750; Dakota County Vocational Technical Institute, Rosemount, 300 Students, \$1,750;

Rochester Community College, Rochester, 120 Students,
\$760; North Hennepin Community College, Brooklyn Park,
200 Students, \$1,200; and the Minneapolis Area Office
of the Minnesota Department of Employment Services, \$600.

Total grants awarded equal \$15,250; 2500 users will participate.

These selections were approved by the M.O.I.S. Board of Directors
at their June, 1976 meeting.

D. Analysis of alternative delivery systems

We are presently investigating four alternative delivery systems.

1. Oregon CIS uses a needlesort deck to administer QUEST, accompanied by a bound volume of printouts for a total cost of \$60. The advantages of this system are its price; it is a good teaching aid to illustrate the effect of each "QUEST" answer (Oregon has found that schools which utilize their computerized delivery system also use the needlesort version). Its disadvantages are that it is non-interactive; access to information may not be immediate; users do not retain a hard copy of their "QUEST" occupational list or a copy of the occupational and program descriptions.

2. We are also investigating the use of educational television and/or video tape presentations for administration of "QUEST". Using a special Handbook, the user would be programmed through QUEST. The user would then bring answers back to the person who referred him to M.O.I.S. M.O.I.S. would run a Batch Quest from which the user could be referred to bound printouts or possibly furnished an individual printout. The advantage of this system is an interesting

format, which would keep the attention of the users. It would also be able to deal with feedback and QUEST responses that may create individual interest lists of too many or too few careers.

One disadvantage of this format is technical. Because there is no standard video tape machine, an agency wishing to purchase the program would have to order a tape to specifically fit their equipment. This would eliminate any possible discounts of ordering a quantity of tapes at one time. Also, if the program is broadcast through Educational Television, time restrictions are a possible disadvantage. Another disadvantage of this is that the program is non-interactive; there is a time lag between filling out QUEST, receiving the list and gaining access to interaction.

3. We are also investigating microfiche equipment. One way of using microfiche is processing through Batch Quest, with our files being printed on microfiche. Another option is a needlesort deck consisting of aperture cards. Microfiche readers are easy to operate, and can be used unsupervised. With the use of a reader/printer the user obtains a hard copy of the information. The drawback of this system is the sheer expense of the equipment.

4. We have also investigated a sound page system, as developed by Career Research Associates and sold in the Twin Cities by Minnesota Mining and Manufacturing. Sound pages consist of a two-sided sheet of paper -- one side being printed material dealing with a particular occupation, the other side being a recorded message dealing with the occupation. Coming in a bound volume, the user could do an occupational search via Batch Quest or simply by browsing through the booklet. Sound page is easy to use, the recorded presentation is particularly

appealing for use by the blind, and Career Research Associates has agreed to a number of variations which could fit our needs. However, the descriptions are written at a rather high reading level, based on national data and are non-interactive. The user does not receive a hard copy. In addition, production and necessary equipment costs are very high.

It is apparent at this point that no one alternate delivery system has a monopoly of advantages. In our favor, however, is the widespread MECC audience: making the alternate delivery system not as important as in other states. We expect to make recommendations regarding an alternate delivery system to our Board of Directors by the end of September.

E. Market analysis

From the Oregon experience, we are able to develop a realistic marketing schedule for Minnesota. All figures are based on head counts rather than full-time equivalency, because each individual student is considered a potential user.

In the first year of operation, 1976-77, we estimate 5% usage in secondary schools, community colleges, AVTI's and universities. This would involve 25,385 users at 102 terminals.

In the second year, we anticipate 15% usage for a total of 76,555 users at 305 terminals from 77 contracts.

In the third year we anticipate 40% usage in these same schools.

This involves 203,080 users at 812 terminals from 203 contracts.

In the fourth year, we anticipate 70% usage for a total of 355,390 users at 1,422 terminals from 355 contracts.

After four years, usage would level off at 70%.

F. Pricing

A firm pricing schedule has not yet been developed for M.O.I.S. services. We cannot, however over-emphasize the importance terminal-time usage will play in pricing.

First, records of terminal usage allow us to measure the acceptance of M.O.I.S. in each school. Also, M.O.I.S. fees, and where applicable, subsidies, will be based on actual usage.

G. Promotion and public relations activities

Some initial promotion activities have taken place, such as the development of an introductory brochure, and development of our mailing list. Also, we have kept the media well informed of our pilot program, often involving direct contact with the media.

Our mailing list now numbers over 1,500 including the following major categories: secondary schools, all state media, Area Vocational Technical Institutes, community colleges, universities, Public Guidance agencies, state employment services offices, private employment agencies, correctional institutions, state agencies and more. This list is expected to expand in relationship to our exposure. This will be used for distribution of our newsletter and as well as news releases.

The pilot projects will provide us with the opportunity to give actual hands-on demonstrations to our target audience across the state. This will be our most extensive marketing effort of the first year. A number of schools have expressed a great deal of interest already.

- V. Sample printout of the Minnesota Occupational Information System
(Begins on following page.)

HELLO: PLEASE ENTER YOUR NAME, THEN PUNCH THE 'RETURN' KEY.
>M.O.I.S.
HELLO M.O.I.S.,
YOU ARE NOW LOGGED ON THE MINNESOTA OCCUPATIONAL
INFORMATION SYSTEM'S INTERACTIVE PROGRAM.

IF YOU FILLED OUT THE QUESTIONNAIRE IN YOUR HANDBOOK,
TYPE IN 'QUEST'.
IF THERE ARE OCCUPATIONS, EDUCATIONAL PROGRAMS,
OR SCHOOLS YOU WANT INFORMATION ABOUT,
TYPE IN 'INFO'.

>INFO

THREE KINDS OF INFORMATION ARE STORED IN THE COMPUTER
- - - OCCUPATIONS LOCAL, STATE, AND NATIONAL LABOR MARKET
INFORMATION THAT IS CONTINUOUSLY UPDATED.
TYPE IN 'DESC' AND A 4-DIGIT OCCUPATION CODE
(EXAMPLE DESC 1684). YOU MAY ALSO FIND OCCU-
PATIONAL BIBLIOGRAPHIES (BIB), VISITS (VISIT),
EXPLORER POSTS (XPLOR), AND WAYS TO PREPARE FOR
OCCUPATIONS (PREP).

- - - PROGRAMS OF STUDY AND TRAINING TYPICAL
COURSEWORK AND LIST OF SCHOOLS.
TYPE IN 'PRG' AND A 3-DIGIT PROGRAM CODE
EXAMPLE PRG 131

- - - SCHOOLS SERVICES AND COSTS OF SCHOOLS.
TYPE IN 'SCH'

YOU CAN FIND CODE LISTS IN YOUR HANDBOOK.
WHAT NEXT?
(IF YOU NEED HELP TYPE 'HELP'.)

>DESC 4254

OUR INFORMATION IS ORGANIZED BY REGIONS. WHAT AREA
DO YOU WANT INFORMATION ABOUT:

ROCHESTER, MANKATO, AND THE 'HIAVATHA LAND' OF
SOUTHEASTERN MINNESOTA? TYPE IN 'HIAWLD'.

DULUTH AND THE IRON RANGE AREA OF
NORTHEASTERN MINNESOTA? TYPE IN 'IRONRG'.

MINNEAPOLIS, ST. PAUL AND THE SEVEN-COUNTY METROPOLITAN
TWIN CITIES AREA? TYPE IN 'MSPMET'.

ST. CLOUD, MOORHEAD, THE RED RIVER VALLEY AND
NORTHWESTERN MINNESOTA? TYPE IN 'REDVAL'.

MARSHALL, WORTHINGTON, THE MINNESOTA RIVER VALLEY AND
SOUTHWESTERN MINNESOTA? TYPE IN 'SOWEST'.

YOU CAN FIND MAPS OF THESE AREAS IN YOUR HANDBOOK.

IF YOU WANT INFORMATION ABOUT ALL OF MINNESOTA, AND YOU
ARE WILLING TO LIVE AND WORK ANYWHERE IN MINNESOTA,
THEN YOU MAY TYPE IN 'MSTATE'.

>
>MSTATE

4254 CARPENTERS

(DØT CØDE S60.381)

--- CARPENTERS ARE SKILLED CRAFT PERSONS WHO WORK FROM BLUEPRINTS TO ERECT WOODEN FRAMEWORK IN BUILDINGS WHICH INCLUDES SUBFLOORING, SHEETING, FLOOR JOISTS, STUDS AND RAFTERS. WHEN THE BUILDING IS READY FOR TRIMMING, THEY INSTALL MOLDING, WOOD PANELS, CABINETS, WINDOW SASH, DOOR FRAMES, DOORS, AND HARDWARE. THEY ALSO BUILD STAIRS AND LAY FLOORS. THEY MAY ALSO BUILD CONCRETE FORMS FOR BUILDINGS AND BRIDGES.

--- ABILITIES: CARPENTERS SHOULD HAVE ABOVE AVERAGE INTELLIGENCE, BE SKILLED WITH NUMBERS, AND POSSESS GOOD SPATIAL AND FORM PERCEPTION ABILITIES. GOOD MOTOR COORDINATION AND FINGER DEXTERITY ARE ALSO NECESSARY.

--- INTERESTS: CARPENTERS ENJOY WORKING WITH PEOPLE AND OBJECTS.

--- WORKING CONDITIONS: IN THIS CAREER, THE WORK IS ACTIVE, STRENUOUS AND THERE IS PROLONGED STANDING. CARPENTERS HAVE TO CLIMB, BALANCE, STOP, KNEEL AND CRAWL TO PERFORM THEIR DUTIES. THEY RISK INJURY FROM FALLS, FALLING MATERIAL, STRAIN DUE TO LIFTING AND CUTS FROM SHARP TOOLS.

--- EQUIPMENT: CARPENTERS MUST BE SKILLED IN THE USE OF HAND AND PORTABLE POWER TOOLS.

--- ADVANCEMENT: MANY PERSONS IN THIS CAREER BELONG TO UNIONS. THEY START AS APPRENTICES, ADVANCE TO QUALIFIED CRAFT WORKERS AND MAY ADVANCE TO SUPERVISORS. OTHERS ARE SELF EMPLOYED AND MAY BECOME CONTRACTORS.

--- EARNINGS: THE STARTING WAGE FOR APPRENTICES UNDER UNION CONTRACT IN MINNESOTA RANGES FROM \$4.00 TO \$4.75 AN HOUR, DEPENDING ON THE REGION. THEY RECEIVE PAY INCREASES BETWEEN 50 CENTS AND ONE DOLLAR AN HOUR AFTER EVERY 1,000 HOURS OF EXPERIENCE, UNTIL THE END OF THEIR APPRENTICESHIP. AS QUALIFIED CRAFT WORKERS, CARPENTERS EARN FROM \$8.00 TO \$9.50 AN HOUR, DEPENDING ON THE REGION.

--- EMPLOYMENT OUTLOOK: STUDIES PREDICT A SURPLUS OF CARPENTERS IN THE STATE, INDICATING THAT THERE WILL BE MORE PEOPLE SEEKING JOBS THAN THERE ARE OPENINGS. THE OUTLOOK DEPENDS LARGELY UPON THE AMOUNT AND LOCATION OF BUILDING ACTIVITY, WITH LAYOFFS COMMON IN LOCAL AREAS WHEN BUILDING ACTIVITY IS SLOW.

APPENDICES

- A. Introduction to Professional Staff
- B. Board of Directors minutes
- C. Listing of Occupations
- D. Map of Regions, List of Counties

APPENDIX A

Introduction to Professional Staff

MINNESOTA OCCUPATIONAL INFORMATION SYSTEM

INTRODUCTION TO PROFESSIONAL STAFF

James R. Spensley
Executive Director

Jim Spensley brings over ten years of computer expertise to MOIS. Prior to joining MOIS as its Executive Director, Spensley was with Sperry Univac where he held a number of positions. Most recently, he served as Manager, Product Engineering, of Series 60 Operations.

Spensley also has an extensive background in information processing and interpretation systems. While at Univac, he was the proposal manager for several significant efforts in this field, most notably the USAF Weapons System 428a program.

Mr. Spensley has authored several technical manuscripts in the field of communications. He has designed several interactive computer terminals.

Spensley received a Bachelor of Electrical Engineering degree from the University of Minnesota. While at the University, Spensley served a term as student body president. He is currently a member of the Institute of Electrical and Electronics Engineers and has been a member of the American Society of Photogrammetry.

Spensley is an active member of the DFL (Democratic) party and has managed several campaigns as well as been a candidate for public office. He has served as a member of the Advisory Committee on Lake Water Quality in Minneapolis. He was also elected to represent the Nokomis Planning District on the city wide Citizens Advisory Committee.

Emily M. Lemon
Marketing Services Manager

Emily Lemon has extensive backgrounds in both education and media and mass communications. Before joining MOIS, Lemon was Media and Communications Consultant with the Cooperative Educational Service Center at Mankato State College. Her responsibilities included conducting media and communications workshops with instructors. She has also been a junior high school resource teacher and department chairman.

Ms. Lemon received a Master of Education degree, with a concentration in Social Sciences, from Macalester College in Saint Paul. Also from Macalester, she received a BA degree with a major in History and a minor in Secondary Education.

Ms. Lemon is a member of the Audio-Visual Communications Association of Minnesota, American Association of University Women, Alumnae Advisory Board of Pi Beta Phi at the University of Minnesota and the Ramsey Hill Association.

She has taught at Gustavus Adolphus College, lectured at Mankato State University, the University of Minnesota, and conducted workshops for teachers and administrators on innovative programs in education.

Ms. Lemon lives in Saint Paul. She has two children.

Richard N. Manley, Ph.D.
Information Development Manager

Dick Manley combines many years of both academic and professional experience in the field of vocational counseling and guidance. Before joining MOIS, Dr. Manley served as the Supervisor of Career Guidance in the Mountain-Plains Education and Economic Development Program in Glasgow, Montana. Dr. Manley has also served in a variety of capacities with university administrative offices.

Dr. Manley received his Ph.D. from the University of Iowa with a major in College Student Personnel and a minor in Vocational Psychology and Higher Education. He received a M.S. degree from South Dakota State University with a major in Guidance and Counseling. Also from South Dakota State University, he received a B.S. degree with a major in Sociology.

Dr. Manley has published a number of articles concerning counseling and vocational guidance. He is a member of the American Personnel and Guidance Association, American College Personnel Association, American Association of Higher Education and the National Vocational Guidance Association.

Dr. Manley, his wife Hope and their children Noel and Sean, live in Burnsville.

James A. Barnum
Marketing Services Specialist

Jim Barnum's background has been concentrated in the fields of advertising, marketing and public relations. Prior to joining MOIS, Barnum was a copywriter with Carmichael-Lynch Advertising in Minneapolis. Barnum has received numerous awards for his work in films, packaging and print media.

Barnum received his B.A. degree from the University of Minnesota with a major in Anthropology and a minor in Sociology. While at the University, he was selected as an undergraduate teaching assistant in the Department of Anthropology.

Barnum is a member of the Minneapolis Art Directors Club and the Advertising Federation of Minnesota. He has also appeared as a guest lecturer at the University of Minnesota, Department of Journalism and the Minneapolis College of Art and Design, Department of Graphic Arts.

Jim and his wife Gwen, live in Saint Paul.

Joyce Lindgren
Information Development Specialist

Joyce Lindgren has extensive experience in the field of Occupation Information development. Before joining MOIS, she served as the Program Assistant for the State of Minnesota Health Occupations Curriculum Guidelines (Title IV, ESEA). This was part of the Southern Minnesota Cooperative Center in Wells, Minnesota. Lindgren has also been a substitute elementary teacher in the Stillwater and White Bear public school systems.

Ms. Lindgren received her B.S. degree at Bemidji State University with a major in Elementary Education and a minor in Psychology. She has also done post graduate study at the University of Wisconsin and the University of Minnesota in Special Education.

Ms. Lindgren and her husband live in Lake Elmo.

Opal M. Petersen
Information Development Specialist

Opal Petersen's background includes an active participation with local labor and trade unions. She was a twenty year member and Steward of the Office and Professional Employees Union Local No. 12, AFL/CIO. She is also a former member and Chief Steward of AFSCME Council 6, Local 2829.

Mrs. Petersen also has over two years of experience with the State of Minnesota Computer System (I.S.D.) She was responsible for the accuracy and transmittal of 160,000 Vietnam bonus applications and payments processed through this computer system.

Mrs. Petersen is a graduate of the Minneapolis Business College, earning a lifetime scholarship. She is the appointed District 14 representative to the Metropolitan Council and serves on three of its committees.

Mrs. Petersen is an active member of the DFL (Democratic) party and has served in offices from Precinct Chairman to First Congressional District Vice President. She was a member of the State DFL Executive Committee and has also worked for the State Legislature. Mrs. Petersen has been listed in the "Who's Who in American Politics" for the past two editions.

Mrs. Petersen is a Life Member of the Washington County Historical Society, and is an Executive Board Member of the Washington County Historic Court House Foundation. She is also a member of the Eastern Star, the VFW Auxiliary Post 323 and the Business and Professional Women's Club.

Mrs. Petersen, her husband Myrl, and their foster son live in Stillwater.

Diane C. Tessari
Information Development Specialist

Diane Tessari's background has been focused in the development and analysis of information systems. For eight years before joining MOIS, Tessari worked as a Research Assistant and Research Analyst for InterStudy in Minneapolis. Here she was involved with the design, establishment and evaluation of a state-wide network of information and referral centers.

Ms. Tessari received a B.A. degree, *summa cum laude*; Phi Beta Kappa, from the University of Minnesota with a major in Psychology and a minor in Mathematics. She has co-authored a number of manuscripts dealing with information and referral services and occupational training programs.

An avid naturalist, Ms. Tessari is a member of the Wilderness Society and the National Wildlife Federation.

Ms. Tessari lives in Minneapolis.

Gary F. Urban
Information Development Specialist

Gary Urban combines a strong writing background with a proven investigative ability. Before joining MOIS, Urban was a reporter for the Rochester Post-Bulletin in Rochester, Minnesota. While there, he covered the business and labor news. More recently, Urban has been working as a freelance writer in the Twin Cities area.

Mr. Urban received his B.A. degree from the University of Minnesota with a major in Economics and extensive study in the social sciences. While at the University, Urban worked as a reporter and Assistant Managing Editor for the Minnesota Daily. He was the recipient of a William Randolph Hearst Foundation journalism award for a Daily article dealing with draft dodgers and deserters.

Urban was also an intern at the Minnesota Legislature during the 1971 session.

Urban and his wife live in New Brighton.

APPENDIX B

Board of Directors Minutes*

*Minutes of May and June, 1976 meetings are yet to be approved.

MINNESOTA OCCUPATIONAL
INFORMATION SYSTEM BOARD
Suite 400 - Capitol Square
550 Cedar Street
St. Paul, Minnesota 55101

The organizational meeting of the Minnesota Occupational Information System Board was convened by Dr. Neal Burns, Acting Associate Executive Director of the Minnesota Higher Education Coordinating Commission at 9:00 a.m., Thursday, July 24 in Room 301 of the Capitol Square Building, St. Paul, Minnesota. The following members were present:

Mark S. Anderson - Minnesota Association of Commerce and Industry
Robert Bergstrom - designee for Community College Chancellor
Donald Buckner - designee for Minnesota Department of Employment
Services Commissioner
Neal M. Burns - representing the Executive Director of the Minnesota
Higher Education Coordinating Commission
Tom Curtis - sitting in for June Brahms, Counselor
A. Edward Hunter - designee for State Planning Agency Director
Robert Gustafson - District Supervisor, MDES
Melvin E. Johnson - designee for Commissioner of Education
Rick Keenan, Vice President, Minnesota Vocational Technical Student
Association
W. Dennis Pederson, Executive Director, Governor's Manpower Office
Ed Sisler - EPDA Fellow, University of Minnesota

Other participants were:

Roderick Mackenzie, Attorney General's Office
Paul F. Thomas, Minnesota Higher Education Coordinating Commission
Thomas R. Weber, Minnesota Department of Employment Services

Dr. Neal Burns convened the meeting in accordance with Executive Order 118 which created the Board. Members and other participants were introduced. The agenda was approved as presented. Paul Thomas provided a summary of past actions and events related to the establishment of the Minnesota Occupational Information System, beginning with the invitation by the U.S. Department of Labor to the Governor to submit a proposal for a system.

The following actions were recorded:

Robert Bergstrom moved and Ed Hunter seconded that Paul Thomas be designated as interim executive director of the Minnesota Occupational Information System, and that procedures necessary to hire staff be initiated immediately. The motion was unanimously passed.

Robert Bergstrom moved and Ed Hunter seconded that the hiring of a permanent Executive Director and other staff not be inhibited by lack of a permanent director in order that the project be fully operational by the end of the first year. Robert Bergstrom suggested that a subcommittee be formed to conduct a search for an Executive Director, responsible for selecting other staff with the advice and consent of the Board. Mark Anderson suggested that applications be accepted immediately for all positions. The motion was unanimously passed.

It was suggested that an executive committee be formed that would screen applicants for the position of Executive Director, and that this subcommittee be composed of the Board Chairperson, Vice Chairperson, and two or three additional Board members. Ed Hunter moved and Don Buckner seconded the motion that W. Dennis Pederson be appointed as temporary Chairperson. Mel Johnson moved that Robert Bergstrom be appointed temporary Vice-Chairperson. The motion as amended passed unanimously, after which Dennis Pederson assumed the duties of the Chair.

It was moved by Mel Johnson and seconded by Ed Hunter that Board members not reimbursed by their own agency or organization be eligible for reimbursement under the relevant provisions of Item 7 of Executive Order 118. The motion carried.

It was moved by Don Buckner and seconded by Mel Johnson that the organizational structure and the eight (8) professional position descriptions be approved as presented, subject to re-evaluation of the Board as the project proceeds. The motion carried, and the Interim Executive Director was instructed to report to the Board at its next meeting on the hiring process, including names of possible candidates for the position of Executive Director.

The following motions were made, seconded and carried regarding the Constitution:

Ed Hunter moved and Robert Bergstrom seconded that Article III, Section 2 be deleted and subsequent sections re-numbered. Motion carried.

Don Buckner moved and Robert Bergstrom seconded that Article III, Section 1-a-2 be amended to read: "Non-permanent voting members will be those persons named in Section 2 who are nominated by their respective permanent voting members." Motion carried. It was moved, seconded and carried that Article III, Section 1-a-3 and 1-b-4 be amended to read: The permanent non-voting member shall be the Executive Director of the Minnesota Higher Education Coordinating Commission or his designee. Article III, Section 1-b-2 is thereby changed to read: Designees of the permanent voting members shall be those persons nominated by the respective permanent members.

Ed Hunter moved and Bob Bergstrom seconded that Article III, Section 3 be deleted and subsequent sections renumbered with all references to "alternates" deleted from the document. The motion passed by a 6-3 vote. Article III, Section 3-a will now read: "When the word 'Director' is used herein in connection with quorum or votes at a meeting of the Board, it shall mean each Director present at such meeting."

Bob Bergstrom moved and Ed Hunter seconded that Article III, Section 6 be amended to read: "Term and Tenure of Directors. The term and tenure of Directors shall be in accordance with Executive Order 118."

Article III, Section 7 was changed to read: "Authority. The Occupational Information System Board shall have complete authority to establish, modify, or rescind its policies."

Bob Bergstrom moved and Mel Johnson seconded that the first sentence in Article III, Section 8 be amended to read: "Resignation. Members of the Board may resign by giving written notice to the appointing authority through the Board Chairperson."

Don Buckner moved and Ed Hunter seconded that Article III, Section 9 be deleted, and subsequent sections renumbered.

Article III, Section 9 was changed to read: "Filling Vacancies. If a vacancy occurs, the respective appointing authority shall move to fill that vacancy within 60 days of the vacancy."

The word "consortium" is to be deleted and replaced with the word "Board" wherever it appears in the document.

Ed Hunter moved and Mel Johnson seconded that Article III, Section 5-c-5 be amended to read: "receive and give receipts for monies due and payable to the Board from any source whatsoever, and deposit all such monies in the name of the Board in such banks, trust companies or depositories as shall be selected by the Board of Directors in accordance with established State procedures and Federal requirements;"

An Executive Committee was established as Section 7 of Article IV: The Chairperson, Vice-Chairperson and three other members elected by the Board shall constitute an Executive Committee which may act on behalf of the Board when so empowered. The Executive Director will be an ex-officio member of the Executive Committee.

Article V, Section 1-a was amended to read: "shall be the administrative head of the Occupational Information System, shall be appointed for an indefinite term, and shall serve at the pleasure of the Board."

Article V, Section 1-b-2 was amended to read: "Such employees as may be employed by the Board shall be appointed by the Minnesota Higher Education Coordinating Commission."

Article V, Section 2 was amended to read: "Purchasing. The Executive Director shall act as purchasing agent for the Occupational Information System through the Minnesota Higher Education Coordinating Commission."

Bob Bergstrom moved and Ed Sisler seconded that Article VIII be amended to read: "This Constitution may be amended by two-thirds vote of the Board membership, provided the amendment is presented in written form to all Board members seven (7) days previous to Board action."

Mel Johnson moved and Bob Bergstrom seconded that Article IX be deleted.

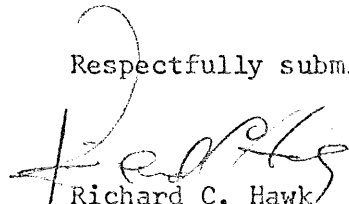
Bob Bergstrom moved and Rick Keenan seconded that the Constitution be adopted as amended: the motion passed without a dissenting vote.

Bob Bergstrom moved and Robert Gustafson seconded that the Chairman appoint an ad hoc committee to work with the Interim Executive Director for the purposes of screening candidates and making recommendations to the Board regarding the position of Executive Director. The motion carried.

A decision regarding the next Board meeting was left to the discretion of the Interim Executive Director.

Ed Sisler moved and Mel Johnson seconded that the meeting be adjourned. The motion carried. The meeting adjourned at 11:50 a.m.

Respectfully submitted,



Richard C. Hawk
Secretary-Treasurer

Paul Thomas, Recorder

MINNESOTA OCCUPATIONAL
INFORMATION SYSTEM BOARD
Suite 400 - Capitol Square
550 Cedar Street
St. Paul, Minnesota 55101

The second meeting of the Minnesota Occupational Information System Board was convened by Chairman Emil Marotzke at 1:40 p.m., Thursday, August 28, in Room 301, Capitol Square Building, St. Paul, Minnesota. The following members were present:

Mark S. Anderson	James W. Fritze
Robert Bergstrom	(for Michael O'Donnell)
Edward Bolstad	Robert Gustafson
June Brahms	A. Edward Hunter
Donald Buckner	Melvin E. Johnson
Donald P. Draine (for Richard Hawk)	Rick Keenan
Robert Elcan	Emil W. Marotzke
	James L. Pederson

Other participants were:

Paul F. Thomas, Interim Executive Director
Michael Bradley, Special Assistant Attorney General

Mr. Marotzke opened the meeting by introducing himself and others to members not present at the first MOIS Board meeting: 1) James Fritze sitting in for Michael O'Donnell; 2) James Pederson, Department of Administration; 3) Robert Elcan, Governor's Affirmative Action Officer.

He summarized the Governor's concerns about the MOIS as being: 1) staffing; 2) the Minnesota Educational Computing Consortium (MECC) being informed; and 3) whether this was a research or occupational information gathering project.

It was explained that there were no minutes from the last meeting as the tapes used were defective. The motions had been recorded, and these will be written up and sent to the members.

Discussion continued and the agenda was approved.

I. Interim Executive Director's Report

The Interim Executive Director reported on actions taken since the last Board meeting. The Attorney General's Office explained that the Joint Power Act does not apply to the MOIS Board because the Board was set up by Executive Order. As Interim Director, Dr. Thomas has submitted position descriptions to the Position Control Committee for clearance and is awaiting their decision. Some equipment was ordered in July. As no space has been rented delivery is a problem, and is scheduled for next Tuesday, September 2. Delivery of typewriters and other equipment will

occur at a later date. Dr. Thomas reviewed the facilities available for rental that have been examined. Some floor plans are available; it was decided that discussion on this item would be handled later. The Board was informed as to progress with the Oregon Career Information System in relation to the Minnesota Higher Education Coordinating Commission and the Minnesota Educational Computing Consortium. A contract has been sent to the MECC for tapes and other materials from the Oregon system. The contract was written to the MECC because they will be involved at the technical level with Oregon.

Jim Pederson informed the Board that the MECC has not discussed the Oregon system but did speak about the systems available from the Department of Corrections and one with the Council for Quality Education, and said the Oregon proposal was only a proposed contract at this time.

Mr. Marotzke asked that the Board be informed as to the time limits involved with the grant.

Dr. Thomas gave these limits: July 15, 1975 the grant was made to the State of Minnesota; within 15 days the Interim Executive Director was to be named; within 30 days a MOIS Board of Directors was to be convened that would accept a Constitution for its own governance; within 90 days, a project director is to be hired, the system fully staffed, a plan for geographic specificity of topics available to be included in the system developed, in-service training for staff held, NOIS meeting in Washington, D.C. in October attended, first quarterly progress report submitted; within the first two quarters the staff must be functioning as an office, and a second quarterly report submitted. In the first year, preparation of occupational information for 250-300 occupations and various files (visit, occupational description) developed, contracts are to be made with producer agencies, review panels are to be set up, an integrated, multi-media system is to be set up, the system is to be completely functioning with all problems resolved, and an annual report submitted. Don Buckner inquired if all deadlines had been met thus far. Dr. Thomas said that they had.

Jim Pederson inquired about staffing patterns and what is stated in the proposal. Dr. Thomas spoke to the topic saying that the Department of Labor had cut one position from the original proposal leaving eleven personnel on the grant. Jim Pederson asked about the possibility of exchanging or transferring personnel from one state agency to MOIS to provide part of the staff, e.g. personnel from the Minnesota Department of Employment Services or the Governor's Manpower Office. Dr. Thomas replied that the Department of Labor may approve this arrangement but requires justification for not hiring new personnel. They want MOIS staff to work full time on the project rather than dividing their time between agencies. Part-time personnel were to be hired on a one-year basis only. The Department of Labor specified 10-12 people because of their past experience and the number of people in the state that will be served. Jim Pederson spoke of the possibility of having one agency doing something for another, not simply a transfer or exchange of people. Mel Johnson spoke of meeting the people from the MECC who felt that this project was an analogous situation. MECC is to be the delivery system

Donald Draine requested that he be allowed to address issues regarding the grant possibilities from the U.S. Department of Labor. He told the Board of the broad range of capabilities that are not totally covered by the this project. Educational data file would be supported by another grant. Components would be information broken down into the development of the information, the storage of the information and the delivery of the information. The Department of Labor grant pays only the development and storage of the information. The machine component would be broken down into the storage of the information and the delivery. The machine storage is paid for by the grant but not the delivery. In the array of information there are three components: the career information talks about the job, the nature of the job, etc.; the educational file which tells you where you can go to school, get the training to qualify for the job; and LMI, Labor Market Information, which tells of job availability. Of these three, only career information is paid for by this project. He told the Board that some work toward other funding has begun. Dr. Thomas has worked to get some CETA dollars for some of these extra projects through the Governor's Manpower Office. Dr. Draine also covered cost information regarding user fees regarding student and teacher consideration. He covered topics regarding information available from HECC.

rather than data gathering. Jim Pederson felt that MECC should not be in the business of collecting data, but function as the delivery service. Agencies such as the Governor's Manpower Office and the Minnesota Department of Employment Service might be suitable places to look for existing staff without hiring additional staff for the collection and assembling of data. Mel Johnson replied that some personnel in the Department of Education might fit MOIS position descriptions. Don Buckner suggested that certain Minnesota Department of Employment Services staff could be assigned to the development of career information. It was agreed that these possibilities need to be examined closer. Mark Anderson suggested the possibility of using temporary personnel on contract for one or two years.

Don Draine asked whether the Governor was concerned that the state would have to pick up future funding. Discussion continued as to future sources of funding, including user fees and/or a separate legislative request.

II. Review of Executive Order 118A

The next topic on the agenda was Executive Order 118A. Mr. Marotzke spoke of the Governor's reasons for the amendment to 118. Discussion as to the meaning of the last paragraph of the amended Executive Order followed. Mr. Bradley gave his interpretation as Assistant Attorney General. He suggested that the 16 member board could control the five member executive committee, while the five member group could not control the 16 member board. The 16 member board could overturn decisions made by the five member executive committee. Mr. Marotzke pointed out that the Governor always has the power to overrule the board. Others on the Board provided their opinions regarding the last paragraph. The Executive Committee was discussed in length as to their responsibilities. Discussion centered on who the elected members should be on the committee, with expertise on something other than just personnel.

Don Buckner asked that the minutes from the last meeting (motions) be transcribed and become official record. Mr. Marotzke asked that they be transcribed and sent out to the members.

III. MOIS Organizational Structure

The organizational chart was discussed. Mel Johnson suggested that Executive Order 118A should have a motion of some kind showing the Board's endorsement.

Discussion proceeded regarding the Executive Order as amended. Mr. Marotzke suggested that a cooperative attitude was essential to the success of the project. Bob Bergstrom suggested that the records should show the Board recognizes the amended order and accepts the changes. Mr. Bradley stated that this could be expressed in the Constitution. Discussion followed as to the understanding of designee and alternate wording. Ed Hunter made a motion to dispense any further discussion on the organizational structure; Rick Keenan seconded it. Motion carried.

IV. MOIS Constitution

Next on the agenda was the Constitution. Dr. Thomas stated that the Constitution in the packet was the Constitution as amended at the last meeting, plus suggested changes to conform to the new Executive Order. These changes were then reviewed. Amendments made were as follows:

Ed Hunter moved that Article III, Section 4 be revised to read: The Minnesota Higher Education Coordinating Commission shall be a non-voting ex-officio member and shall serve as Secretary-Treasurer of the Board and the Executive Committee. Don Buckner seconded the motion which carried.

Article III, Section 6: Term and Tenure of Directors. The term and tenure of Directors shall be in accordance with Executive Order 118, as amended.

Ed Hunter moved that Article IV, Section 2 read: A vice-chairperson shall be selected by the Executive Committee from within its membership. Bob Bergstrom seconded the motion, which carried.

Jim Pederson moved that Article IV, Section 3 be deleted; Bob Elcan seconded the motion, which carried.

Article IV, new Section 3 shall read: Election to the Executive Committee will be determined by a majority vote of the Occupational Information System Board members present.

Article IV, Section 4 shall read: The term of Vice-Chairperson shall be one year with no member serving more than two consecutive terms in the office. A vacancy will be filled by Executive Committee action.

Article IV, Section 5a shall read: The chairperson shall preside at all meetings of the Board of Directors and Executive Committee.

Ed Bolstad moved and Robert Gustafson seconded a motion that Section 6 read: An Executive Committee consisting of the following members or their designee: Director, Governor's Manpower Office (chr.); Commissioner of Administration; Commissioner of Personnel; and two other directors elected annually by the Board, shall act on behalf of the Board when the Board is not convened, subject to subsequent action by the Board. The Executive Committee shall act as a screening committee concerning MOIS personnel and shall make its recommendation to the Board on all personnel questions. The chairperson will convene meetings of the Executive Committee. The motion carried.

Article VIII was discussed. Legally, no final action could be made on the amendments discussed today. Members will receive an amended version of the Constitution in the mail, with adoption of the new document to be acted on at the next meeting. Jim Pederson moved that action be taken at the next Board meeting; Ed Bolstad seconded the motion, which carried.

V. Election of Executive Committee Members

The next agenda item was the election of Executive Committee members. The following nominations were received: Ed Bolstad, June Brahms, and Mark Anderson. Mel Johnson moved that nominations be closed. Don Buckner seconded the motion, which carried.

Jim Pederson, Deputy Commissioner, provided Mr. Marotzke the written authorization from Mr. Brubacher indicating he was to be his designee on the MOIS Board.

Ballots were tallied with the following results: Ed Bolstad - 9; June Brahms - 8; Mark Anderson - 7. Ed Bolstad and June Brahms were welcomed to the Executive Committee.

VI. Other Business

Don Buckner inquired about advertising for MOIS staff positions. Dr. Thomas told the Board that the positions were not yet established and therefore cannot be advertised.

Discussion regarding a national search for applicants followed. Ed Bolstad moved that time not be taken for such a search; Mark Anderson seconded the motion, which carried.

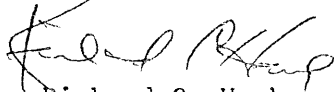
The next meeting was set for the 4th Thursday of next month, September 25 at 1:30 p.m.

The Executive Committee will meet after Mr. Marotzke polls the members.

Dr. Thomas was instructed to contact Jim Pederson regarding space for equipment, then meet with the Executive Committee regarding space for the project's operation.

The meeting adjourned at 3:55 p.m.

Respectfully submitted,



Richard C. Hawk
Secretary-Treasurer

Paul Thomas, Recorder

MINNESOTA OCCUPATIONAL
INFORMATION SYSTEM BOARD
Suite 400 - Capitol Square
550 Cedar Street
St. Paul, Minnesota 55101

The third meeting of the Minnesota Occupational Information System Board was convened by Chairman Emil Marotzke at 1:30 p.m., Thursday, September 25, 1975, in Room 301, Capitol Square Building, St. Paul, Minnesota. The following members were present:

June Brahms	Rick Keenan
Donald P. Draine (for Richard Hawk)	Emil Marotzke
Robert Elcan	Michael O'Donnell
Robert Gustafson	James L. Pederson
A. Edward Hunter	Ed Sisler

Other participants were:

James Fritze
Jan Hyllestad for Melvin E. Johnson
Dan Klassen, Minnesota Educational Computing Consortium (MECC)
Paul F. Thomas, Interim Executive Director
Tom Weber for Donald Buckner

Mr. Marotzke opened the meeting by introducing himself and others to visitors present.

Minutes of the July 24, 1975 meeting were reviewed. Mike O'Donnell made a motion to accept the minutes, which was seconded by Rick Keenan and unanimously passed.

Minutes of the August 28, 1975 meeting were received. Mike O'Donnell moved to accept them; it was seconded by Robert Gustafson and unanimously passed.

The next item on the agenda was formal approval of the amended Constitution based on discussion during the August 28, 1975 meeting. The question of whether this group will officially be known as a "Board" was raised and will be clarified. With this assumption and with the word "consortium" changed to "organization" in Article I, Jim Pederson moved that the Constitution be adopted as presented. The motion was seconded by Robert Elcan and unanimously passed.

The By-laws recommended by the Executive Committee at their September 10, 1975 meeting were reviewed. It was suggested that the time and date of regularly scheduled monthly meetings be specified in the By-laws. The Executive Committee recommended the meeting be held on the third Thursday of each month. Mike O'Donnell moved and Robert Gustafson seconded this recommendation; the motion carried. Mike O'Donnell's motion to accept the By-laws was seconded by Jim Pederson and carried.

Discussion regarding the October 16 meeting began. Paul Thomas indicated that the meeting would be held in Room 716 of the Capitol Square Building. The Executive Committee is scheduled to meet at 10:00 a.m., with the Board meeting scheduled at 1:30 p.m. The Executive Committee meeting agenda will include the review of applications received for the positions of Executive Director and Information Development Manager. The deadline for the acceptance of applications is October 15, 1975. Mr. Marotzke asked about the schedule for interviews; this will be decided October 16.

It was requested that staff contact Board members two days in advance of each scheduled meeting as a reminder. Staff will then be able to determine whether a quorum is likely to be achieved.

Discussion then centered on the personnel portion of the MOIS. The Executive Committee meeting minutes were reviewed, which carried suggestions and recommendations on the hiring and placement procedures to be used. Mike O'Donnell moved to accept the minutes as received; Robert Gustafson seconded the motion. Mr. Marotzke notified the Board that there would be an extension from the Department of Labor for hiring personnel. The motion carried.

Distribution of the position descriptions was discussed. Paul Thomas indicated that the descriptions were distributed by the Personnel Department and MHECC to: state offices, community colleges, state universities, private colleges, junior colleges, AVTIs, campuses of the University of Minnesota and state hospitals. Twin Cities' papers were also sent copies of these descriptions. Out of state notices were sent to Big Ten Universities and the Chronicle of Higher Education. It was suggested that October 15 could not be held to a strict deadline and that the interview process will have to take place after that date. It was decided that the Executive Committee would probably not be able to make any suggestions to the Board on the afternoon of the day's meeting. Confirmation of applicant's interest was discussed. It was suggested that applicants be given a self-addressed card to indicate their interest in the position after they have received full information as to the positions.

Mr. Marotzke confirmed that there was space available at the American Center Building that could be used temporarily. Equipment items that have been ordered, and those that have been stored were discussed.

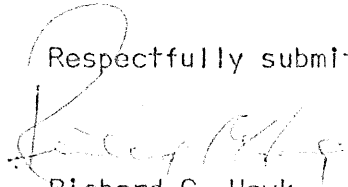
Paul Thomas informed the Board that the National Occupational Information Service training session is scheduled for November 10-14 in Washington, D.C. This meeting is to be a training session for OIS personnel for the eight successful states. He also informed them that the first quarterly report is due in Washington on October 15; this report will be circulated to the Board members for their information.

Dan Klassen was introduced and explained the Oregon Career Information Service (CIS), as it relates to the MOIS. He followed by giving a demonstration of the information available from Oregon.

Mr. Marotzke questioned whether the Board meeting scheduled October 16 would be necessary. It was decided that a meeting would be called after the Executive Committee has reviewed the applications and could make a report to the Board.

Mike O'Donnell moved that the meeting be adjourned; it was seconded by Robert Elcan and carried. The meeting adjourned at 2:35 p.m.

Respectfully submitted,



Richard C. Hawk
Secretary-Treasurer

Paul F. Thomas
Recorder

MINNESOTA OCCUPATIONAL
INFORMATION SYSTEM BOARD
Suite 400 - Capitol Square
550 Cedar Street
St. Paul, Minnesota 55101

The fourth meeting of the Minnesota Occupational Information System Board was convened by Chairman Emil Marotzke at 1:30 p.m., Thursday, December 4, 1975, in Conference Room A of the Capitol Square Building, St. Paul, Minnesota. The following members were present:

Mark Anderson	A. Edward Hunter
Robert Bergstrom	Richard E. Keenan
Ed Bolstad	Emil W. Marotzke
June Brahms	Michael O'Donnell
Donald P. Draine (for Richard Hawk)	James L. Pederson
Robert Elcan	Ed Sisler

Other participants were:

Ray Conley for Donald Buckner
James Fritze
Jan Hyllestad for Melvin E. Johnson
James Spensley, MOIS staff

Mr. Marotzke opened the meeting by introducing himself and others to visitors present.

Minutes of the September 25, 1975 meeting were addressed with an amendment to be added. Mike O'Donnell moved to accept the minutes as amended. Ed Bolstad seconded the motion. Motion carried.

Mr. Marotzke indicated to the Board that the Executive Committee had viewed 58 applications for the position of Executive Director of the MOIS. Having been instructed by the Board to do so, the Executive Committee would at this time make their recommendation of Mr. James R. Spensley.

Ed Sisler asked that he address questions related to this decision. Mr. Marotzke stated that the recommendation from the Executive Committee was only a recommendation. Mark Anderson stated his feelings as the minutes of the Executive Committee being too frank. Mike O'Donnell concurred with those feelings. Ed Sisler disagreed saying that the Board should know what the Executive Committee is doing. The Board should have decided who should have been offered the position. The Executive Committee did not have the authority to offer the position to any person and Mr. Sisler asked that someone of the Executive Committee address his feeling on why they so felt that they would do these things.

June Brahm's stated that she too felt concern about the position even though she felt that Mr. Spensley's qualifications were adequate. She stated that she felt that the Committee should be in complete harmony by presenting the Board with a unanimous vote. Mr. Marotzke stated that the Executive Committee had been working under time constraints from the U.S. Department of Labor plus committee members were trying to meet the deadline of the National Occupational Information System sessions to be held November 10-14. Ed Sisler questioned the need of having a MOIS Board if the Executive Committee planned to make all the decisions for the Board. Mr. Marotzke explained that the Executive Committee may have overstepped their bounds but had done so in the interest of saving time and trying to get the project moving and operational. Jim Pederson replied that gradually the Board and Executive Committee would confine actions to policy decisions and not concerns of operational problems. Jim Pederson apologized for possibly stating the motion incorrectly as the minutes read. Ed Sisler stated that he felt that this would be a precedent. Mr. Marotzke agreed that Mr. Sisler was correct with his constructive criticism and hoped that this would not occur again in the future. Bob Bergstrom agreed that at this stage the recommendation was just that. Ed Sisler interjected that Mr. Spensley had attended the Washington sessions. Mr. Spensley stated that he had gone on his own time as speculation. He also stated that he had been working on this project since December 1 also on speculation. He said that he was attending the Board meeting to be hired and hoped that the Board would make the appointment retroactive to Monday. Ed Bolstad said that he felt this was understood to be only a recommendation and felt it was unfortunate that the motion was worded as recorded. He stated that he felt Mr. Spensley was working under these understood conditions. Ed Bolstad moved to accept the recommendation of the Executive Committee. Bob Bergstrom seconded the motion. Mark Anderson inquired if this motion would also include the stated salary and fringe benefits. Don Draine remarked that this was all handled through the HECC personnel policies. Ed Sisler again questioned the minutes "something about making the appointment official". Ed Bolstad assured the Committee members that this was not their intent. Vote on the motion was called with one opposing vote from Mr. Sisler.

Ray Conley representing Don Buckner from Employment Services wondered why education and guidance experience had been left out of the appointment and thought that the computer part would be farmed out to the specialists. June Brahm's stated that advisory groups for some types of informational expertise would be used by the staff.

Mr. Marotzke requested that Mr. Spensley inform the Board members as to his trip to Washington, D.C. Mr. Spensley reported that he and Dan Klassen from MECC had attended the sessions in Washington during the week of November 10 on the recommendation of the Executive Committee. The purpose of the meeting was to talk about the occupational information systems in general, to receive information from vendors and to meet with personnel involved in occupational information: Bruce McKinlay from Oregon's CIS; personnel from Time Share Corporation; and personnel from D.O.L., H.E.W., BLS, LMI, job bank and D.O.T. staff; and, Project Baseline, a state manpower data program at the University of Arizona. Mr. Spensley spoke

about D.O.L.'s clearinghouse on occupational information and discussed possibilities of inter-state cooperation. Mr. Spensley stated that national staff was very concerned about delays in Minnesota. He addressed the issue of getting additional staff and asked the Board members to review his memo of December 3, 1975 (attached).

Jim Pederson suggested that educational enhancements, opportunities in the schools, and other capabilities which this system could provide should be looked into. June Brahm suggested that some goals should be set up. Don Draine reported that the grant does not pay for adding the educational programs file but that \$13,000 for the educational project part of MOIS on vocational education had been obtained and would be put into the system for up to 2-year programs. Jim Pederson inquired if there were any government agencies such as HEW who could assist in additional funding for the project. Don Draine reported that Oregon's Information System had received some funding from HEW for adding the educational programs file. Mr. Spensley informed the Board that a formal interagency agreement between HEW and DOL has been signed. Mark Anderson suggested that we shouldn't dilute our efforts by seeking additional funding in the next few months. Bob Bergstrom suggested that the funding could be kept local and that the 6-10 agencies involved on the Board should be able to get the thing going.

Mr. Marotzke informed the Board that more than 40 applications for Information Development Manager had been received with Mr. Spensley being involved in this procedure, and the Senior-Stenographer position had been filled. He stated that 3 positions had been approved with the Position Control Committee and that there were yet 8 positions to be filled.

Mr. Spensley stated there were about 70 applications for Information Development Manager because some had applied for both Executive Director and the Information Development Manager positions. He recommended 5-8 of these applicants be interviewed by the Board, Executive Committee or the persons appointed to do these things with his assistance. He stated the Executive Committee was interested in finding someone who would have expertise in areas which complement his background.

Ed Hunter suggested that the Board shouldn't have to concern itself with any further personnel questions. Ed Sisler reminded the Board that the Administrative By-Laws state that the Board must consider these questions. Ed Hunter moved that the Executive Committee be authorized along with the Executive Director to staff these positions. Bob Bergstrom seconded the motion which carried.

Mr. Marotzke told the Board that the MOIS staff are now housed in the American Center Building with the possibility of subletting renovated offices from the Governor's Manpower Office. Mr. Spensley said he had a meeting with HECC's fiscal officers to learn more about the MOIS budget.

Mark Anderson asked about staffing compliance with affirmative action policies. Mr. Spensley assured him that these policies were being followed in the staffing procedure.

Jim Pederson suggested that existing MECC personnel, regional coordinators, could perform the user services function for MOIS. MECC project could then have a stronger staff centrally. He suggested MOIS could use existing personnel at MECC to let people know what MOIS is about. He stated that this would be some 6-8 months from now but at some time MECC could do this.

Conversations between Mr. Spensley and Dan Klassen proved that Oregon's information should be operable when put into the MECC system. It would be a vehicle which would allow demonstration and modification of occupational information by on-line, review, and edit. Ed Hunter suggested that the advisory groups would look for potential users, and said that D.O.L. will want to see who is using the service. Jim Pederson suggested that additional terminals may be needed in non-school areas. It was made clear that MECC functions are limited to management information and instructional use, and MOIS is an add-on. If the MECC system becomes over-loaded, the two Boards will have to discuss other alternatives. Through conversation with Dan Klassen, Mr. Spensley stated there was hope of 1800 terminals by the end of our first year which should be approximately 11 months from now.

Conversation continued on future staff for MOIS. Board members requested that they be sent a listing of where advertisements would be located for future openings. Staff agreed to provide this information.

Robert Elcan left word with Mike O'Donnell that he plans to meet with Mr. Spensley to continue conversation regarding minority recruitment.

Mr. Marotzke encouraged Board members to introduce themselves to Mr. Spensley after the meeting.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,


Richard C. Hawk, Secretary

Donald P. Draine, Recorder

attachment

MINNESOTA OCCUPATIONAL
INFORMATION SYSTEM BOARD
720 American Center Building
160 E. Kellogg Blvd.
St. Paul, Minnesota 55101

The fifth meeting of the Minnesota Occupational Information System Board was convened by Chairman Emil Marotzke at 1:30 p.m., Thursday, January 15, 1976, in Conference Room D of the Veteran's Building, St. Paul, Minnesota. The following members were present:

Mark Anderson
Ed Bolstad
June Brahms
Donald Buckner
Robert Elcan

Robert Gustafson
Melvin Johnson
Richard E. Keenan
Emil W. Marotzke
James L. Pederson

Other participants were:

James Fritze for Michael O'Donnell
C. Edward Johnson for Robert Bergstrom
James R. Spensley, MOIS staff

Mr. Marotzke opened the meeting by addressing the first item of business. Minutes of the December 4, 1975 meeting were reviewed. Jim Pederson referred to page 4, paragraph 1 of the minutes. He moved that the minutes be revised to read, "...could perform some of the user services functions for MOIS. MOIS project could then have a stronger staff centrally." Ed Bolstad seconded the motion, which carried. Ed Bolstad moved to accept the amended minutes. Ed Hunter seconded the motion which passed unanimously.

Mr. Marotzke on behalf of the Executive Committee reported on their December 16 meeting. At this meeting final applications for the position of Information Development Manager were reviewed. Criteria were discussed pertinent to these interviews to be held on December 22. Mr. Spensley was advised to proceed with the interviews to follow criteria suggested by the Executive Committee. The Executive Committee members were invited to sit in on the session. There was no other discussion regarding the meeting.

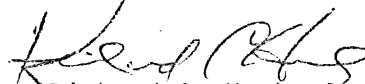
Following the interviews conducted by Jim Spensley and June Brahms, Richard N. Manley, Supervisor of Career Guidance, Mountain-Plains Education and Economic Development Program, Inc., Glasgow, Montana was hired for the position of Information Development Manager. Mr. Marotzke gave some details on Dr. Manley's background and asked that Board members be given copies of his resume. Dr. Manley is to begin employment on January 19. During that week, staff for information development are to be interviewed and employed.

The next item of business was the Executive Director's report. Mr. Spensley detailed the process of receiving applications for all other MOIS staff positions. Applications for other positions received have totalled: Information Developers - 82, with 14 interviews set up; User Services manager - 43; and User Services Specialist - 93. Board members were again invited to sit in on the interviewing sessions to be held during the week of January 19. Robert Elcan inquired about applications received from minorities and women. It was reported that a large percentage of applicants were women. It was recommended that the Board take part in these sessions due to the large number of applicants. Mr. Marotzke asked about staffing deadlines. Mr. Spensley reported that the Department of Labor had suggested that MOIS move more rapidly now that some staff positions had been filled. Mr. Spensley advised the Board members that 6 professionals will be on staff by March 1 with the balance by April 1. He reported that an agreement would be finalized soon with the Governor's Manpower Office to sublease space on the sixth floor of the American Center Building. This space is to be secured at approximately \$5.25 per square foot. The National User Services Training Sessions are to be held in February. This is also one of the reasons for finalizing staff arrangements for this section of MOIS. Mr. Spensley reported that the project monitor, Kathy Naughton, from Washington, D.C. had visited the MOIS office on January 5-6. He reported that she favorably reviewed our progress and thought there would be a possibility of extending our grant year. He also discussed progress in negotiating a contract with MECC for their computers. He advised the Board members that John Clyde from the Oregon CIS would be in St. Paul on January 19 to meet with MOIS staff regarding arrangements for use of their career information system. There was discussion regarding what would be purchased with the CIS, and how Minnesota would adapt this information. Discussion continued regarding planning regions in Minnesota and how they would conform to MOIS plans. Mr. Spensley then introduced his plan to request for a waiver from the Department of Labor to extend the grant year to September 30, 1976. He would then readjust the budget to cover until that time. Kathy Naughton suggested that this process may only be a formality. Ed Bolstad moved that application for this waiver be made. Robert Elcan seconded the motion which passed unanimously. Ed Hunter questioned whether this waiver would affect second year funding. Mr. Spensley commented that Congress has already funded for next year, so second year funding would be more like a renewable grant instead of an application.

Mr. Marotzke asked if there was any further business. Jim Pederson requested that meeting notices be sent to the Capitol Press. Mr. Marotzke suggested that no February meeting be set until the month progresses.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,



Richard C. Hawk, Secretary-Treasurer

MINNESOTA OCCUPATIONAL
INFORMATION SYSTEM BOARD
690 American Center Building
160 E. Kellogg Blvd.
St. Paul, Minnesota 55101

The sixth meeting of the Minnesota Occupational Information System Board was convened by Vice-Chairman James Pederson at 1:30 p.m., Thursday, March 18, 1976, in the Executive Suite of the St. Paul Athletic Club, St. Paul, Minnesota. The meeting was convened after a luncheon for the Board members to meet all MOIS staff. The following members were present:

Mark Anderson
Robert Bergstrom
Ed Bolstad
June Brahms
Donald P. Draine
(for Richard Hawk)

Robert Elcan
A. Edward Hunter
Richard E. Keenan
James L. Pederson

Other participants were:

Larry Hughes, Administrative Assistant to Mr. Pederson
Emily Lemon, MOIS staff, Marketing Services Manager
Richard N. Manley, MOIS staff, Information Development Manager
James R. Spensley, MOIS staff, Executive Director

Mr. Pederson opened the meeting by addressing the first item of business. Minutes of the January 15, 1976 meeting were reviewed and unanimously approved.

The Executive Committee's report was given by Jim Spensley in Mr. Marotzke's absence. He noted that the Board held two vacancies: due to Mr. Ed Sisler's resignation which was unanimously accepted by the Board; and the CETA client which is to be appointed by the Governor's Manpower Office. Discussion of clarification of appointments regarding permanent and non-permanent memberships occurred. It was decided that memberships should now concur with grant period, which is extended to September 30, unless this action is described in some other form in the Executive Orders 118 and 118A. Bob Bergstrom moved to extend the memberships if there is no contrary opinion from the HECB assistant attorney general, which unanimously passed. Also covered in the Executive Committee's report was the MOIS Financial Summary (attached).

Jim Spensley continued with the agenda by giving the staff report. He reported that all professional staff have been acquired and two clerical positions will be filled soon.

The staff report included discussion regarding the extension of the grant period. There is formal indication of the Department of Labor's acceptance with explicit documents expected soon. D.O.L. suggested a single modification: that annual reports be done on a July fiscal basis. Mr. Spensley reported that D.O.L. has two expectations regarding second year funding: (1) relatively level D.O.L. funding with an increase of about 10% for normal increases; and (2) evidence of local contributions in second year plans. Appropriations for up to three year funding have been taken care of by Congress but funding for year 4 and 5 will be a separate appropriation. It was suggested that some attempts of state appropriations should be made in the 1977 legislative session. August will be the proposal deadline for second year funding.

Major contracts with HECB, MECC and the Oregon CIS were reviewed.

Travel of the staff managers was reported. Dr. Manley being sent to Madison, Wisconsin, to an Information Developers workshop; Ms. Lemon having been to Washington, D.C. for the National Conference of User Services Managers of the eight funded grant states.

The Board requested that they be given a listing of occupations to be covered. Discussion showed that Minnesota will inherit about 225 occupations with the Oregon system; advisory committees are in the planning for ascertaining which occupations will be included; formats will be used as set up by staff and the advisory committees. Mark Anderson indicated that he had received interest from Employment Services, businessmen and others to see our projected selected occupations. Bob Bergstrom also questioned what sources were being used to receive and develop this information. Emily Lemon indicated that marketing services was in the process of developing a fact sheet about our system which the Board members would also receive. Dick Manley reported that the information developers have already approached approximately 60-70 agencies during the last two weeks. It was reported that Board members would be asked for assistance in validation of information received. The Board suggested the underscoring of concern of accurate data. Board members were asked for their cooperation in making contacts. It was suggested that staff share with Board members what form will be used to get the information out to the users.

There being no old business, June Brahm suggested that Board members visit the MOIS office. Jim Spensley extended an invitation to visit the office at any time.

Ed Bolstad moved to adjourn the meeting which Mark Anderson seconded. Motion passed. The meeting adjourned at 3:00.

Respectfully submitted,


Richard C. Hawk, Secretary-Treasurer

Donald P. Draine, Recorder

MOIS FINANCIAL SUMMARY

March 18, 1976

ACTUAL COSTS TO JANUARY 31, 1976

Salaries and Wages	9,785
Direct Costs	10,574
Indirect Costs	<u>500</u>
	20,859

MAJOR ENCUMBRANCES TO SEPT. 30, 1976

Rent	11,915
HECB Contract	25,000
MECC Contract	13,500
Salaries	147,190
Reserve	<u>9,454</u>
	207,059

BALANCE/UNOBLIGATED

98,742
305,801

APPENDIX C

Listing of Occupations

	<u>D.O.T. #</u>
1. Accountants	160.188
2. Actors & Actresses	150.048
3. Actuaries	020.188
4. Advertising Copy Writers	132.088
5. Aerospace Engineers	002.081
6. Agricultural Economists	050.088
7. Agricultural Engineers	013.081
8. Agronomists	040.081
9. Air Conditioning/Refrigeration Mechanic	637.281
10. Air Traffic Controllers	193.168
11. Aircraft Mechanics	621.281
12. Airplane Pilots	196.283
13. Animal Scientists	040.081
14. Anthropologists	055.088
15. Appliance Repairers	827.281
16. Architects	001.081
17. Archivists	101.168
18. Artists	144.081
19. Assemblers	706.887
20. Astronomers	021.088
21. Athletes - Baseball	153.348
22. Athletes - Basketball	153.348
23. Athletes - Football	153.348
24. Athletes - Hockey	153.348
25. Audiologists	079.108
26. Automobile Body Repairers	807.381
27. Automobile Mechanics	620.281
28. Automobile Salesperson	280.358
29. Automobile Washers	919.887
30. Bakers	526.781
31. Bank Officers	186.118
32. Barbers	330.371
33. Bargeloaders	911.884
34. Bartenders	312.878
35. Bellhops	324.878
36. Billing Machine Operators	214.488
37. Biologists	041.081
38. Boat Motor Mechanics	623.281
39. Boilermakers	805.281
40. Bookbinders	977.884

41. Bookkeepers	210.388
42. Bricklayers	861.381
43. Building Custodians	382.884
44. Bulldozer Operators	850.883
45. Bus Drivers	913.463
46. Cabinet Makers	660.280
47. Cannery Workers	529.886
48. Carpenters	860.381
49. Cashiers	211.468
50. Cement Masons	844.884
51. Chefs	313.131
52. Chemical Engineers	008.081
53. Chemical Laboratory Technicians	022.281
54. Chemists	022.081
55. Chiropractors	079.108
56. Civil Engineers	005.081
57. Claim Adjusters	241.168
58. Clergy - Protestant Ministers	120.108
59. Clergy - Rabbi	120.108
60. Clergy - Roman Catholic Priest	120.108
61. College & University Teachers	090.228
62. Commercial Artists	141.081
63. Community Pharmacists	074.181
64. Computer Operators	213.382
65. Computer Salespersons	289.358
66. Computer Service Technicians	828.281
67. Conductors	198.168
68. Construction Inspectors	182.287
69. Construction Laborers	869.884
70. Contractors (Construction)	182.168
71. Coremakers	518.381
72. Cosmetologists	332.271
73. County Agricultural Agents	096.128
74. Credit Managers	168.168
75. Curators	102.118
76. Dancers	151.048
77. Darkroom Technicians	976.381
78. Dental Assistants	079.378
79. Dental Hygienists	078.368
80. Dental Laboratory Technicians	712.381
81. Dentists	072.108

82. Design Engineers	007.081
83. Diesel Mechanics	625.281
84. Dietitians	077.168
85. Dishwashers	318.887
86. Dispatchers	919.168
87. Dispensing Opticians	713.251
88. Drafters	001.281
89. Drilling Machine Operators	930.782
90. Drywall Installers	842.884
91. Ecologists	041.081
92. Economists	050.088
93. EDP Programmers	020.188
94. Electrical Engineers	003.081
95. Electrical Technicians	003.181
96. Electricians	824.281
97. Electrocardiograph Technicians	078.368
98. Electroencephalographic Technicians	078.368
99. Elementary School Teachers	092.228
100. Elementary/Secondary School Administrators	091.118
101. Employment Counselors	166.268
102. Expeditors	222.368
103. Fallers	940.884
104. Farm Equipment Mechanics	624.281
105. Farm Managers	409.168
106. Farmers	421.181
107. Fashion Designer	142.081
108. File Clerks	206.388
109. Firefighters	373.884
110. Fish & Game Managers	379.168
111. Fish & Game Wardens	379.168
112. Fisher - Commercial	431.884
113. Flight Attendants	350.878
114. Flight Engineers	621.281
115. Floor Coverers	864.781
116. Floral Designers	142.081
117. Foresters	040.081
118. Furniture Upholsterers	780.381
119. Garbage Collectors	909.883
120. General Farm Hands	421.883
121. Geologists	024.081

122. Glaziers	865.781
123. Grinder - Chippers	705.884
124. Ground Radio Operators	193.282
125. Grounds Keepers	407.884
126. Guards	372.868
127. Hat Check Attendants	358.878
128. Hoist Operators	921.883
129. Home Economists	096.128
130. Homemakers	
131. Horticulturists	040.081
132. Hospital Administrator	187.118
133. Hotel Cleaners	323.887
134. Hotel Front Office Clerks	242.368
135. Hotel Housekeepers	321.138
136. Hotel Managers	187.118
137. Industrial Designer	142.081
138. Industrial Engineers	012.188
139. Industrial Hygienists	079.188
140. Industrial Traffic Managers	184.168
141. Industrial Truck Operators	922.883
142. Inhalation Therapists	079.368
143. Inspectors (Manufacturing)	609.684
144. Insulation Workers	863.884
145. Insurance Agents	250.258
146. Interior Designer/Decorators	142.051
147. Interpreters	137.268
148. Jewelers	700.281
149. Judges	111.108
150. Key Punch Operators	213.582
151. Landscape Architects	019.081
152. Laundry Workers	369.884
153. Lawyers	110.108
154. Legal Secretaries	201.368
155. Librarians	100.168
156. Library Technical Assistants	249.368
157. Licensed Practical Nurses	079.378
158. Literary Writers	130.088
159. Lithographers	971.281
160. Locomotive Engineers	910.383
161. Machine Tool Operators	609.885

162. Machinists	600.280
163. Mail Carriers	233.388
164. Mail Clerks	231.588
165. Marketing Research Workers	050.088
166. Material Handlers	929.887
167. Mathematicians	020.088
168. Meatcutters	316.884
169. Mechanical Engineers	007.081
170. Medical Records Clerks	249.388
171. Medical Secretaries	201.368
172. Medical Technologists	078.381
173. Merchandise Displayers	298.081
174. Metallurgical Engineers	011.081
175. Meteorologists	025.088
176. Meter Readers	239.588
177. Microbiologists	041.081
178. Military Enlistee - Air Force	368.999
179. Military Enlistee - Army	368.999
180. Military Enlistee - Coast Guard	368.999
181. Military Enlistee - Marine Corps	368.999
182. Military Enlistee - Navy	368.999
183. Millwrights	638.281
184. Mining Engineers	010.081
185. Models	297.868
186. Molders	518.381
187. Morticians	187.168
188. Motorcycle Mechanics	620.281
189. Musicians, Instrumental	152.048
190. Newspaper Reporters	132.268
191. Newspaper Vendors	291.858
192. Nurse Assistants	355.878
193. Nursery School Teachers	359.878
194. Occupational Therapists	079.128
195. Occupational Therapy Assistants	079.368
196. Oceanographers	024.081
197. Office Machine Servicers	633.281
198. Office Managers	169.168
199. Ophthalmologist	070.108
200. Optometrists	079.108
201. Packaging Engineers	019.187

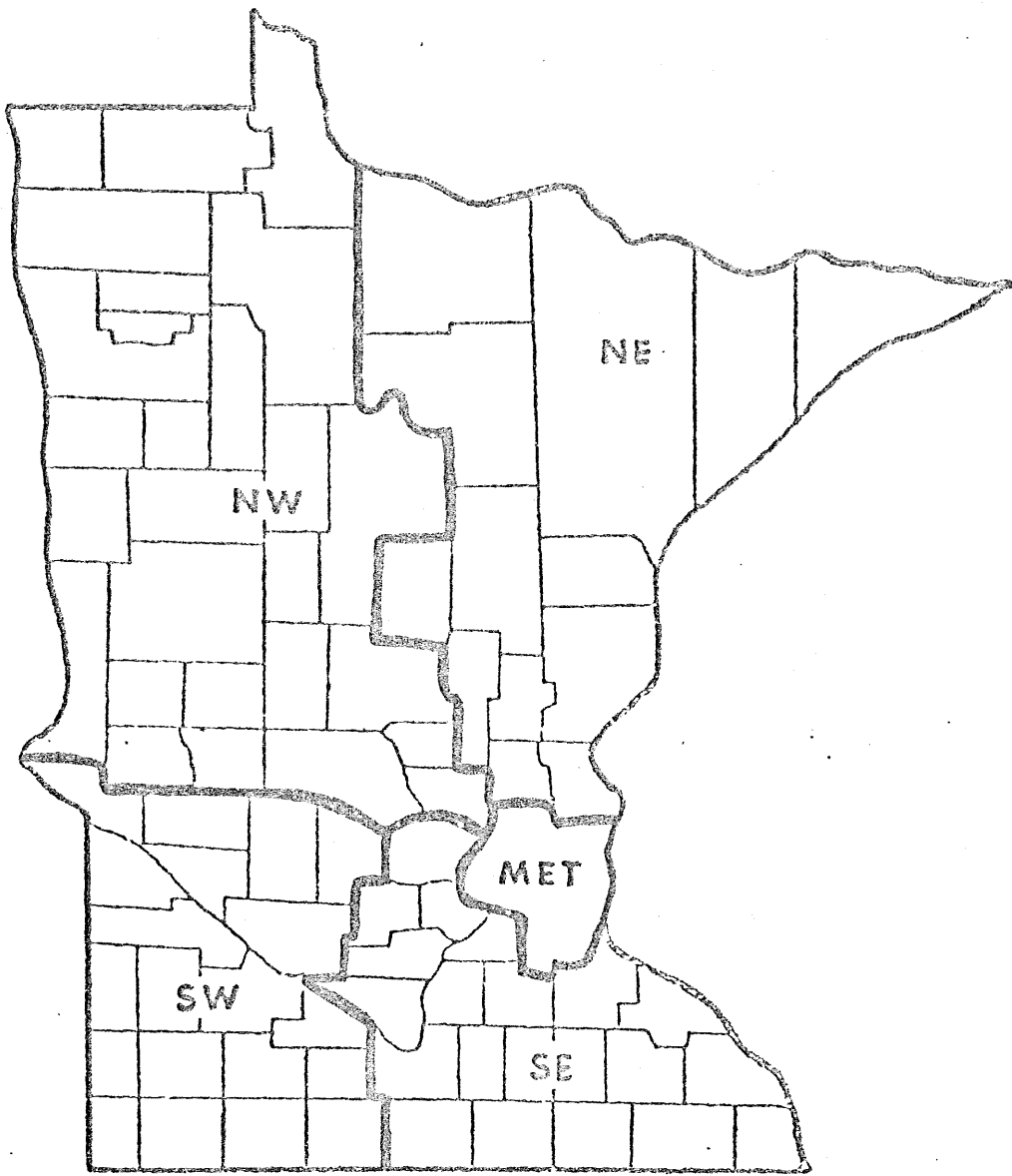
202.	Packers and Wrappers	920.885
203.	Painters	840.781
204.	Park Rangers	169.168
205.	Parking Lot Attendants	915.878
206.	Pathologists	070.081
207.	Payroll Clerks	215.488
208.	Personnel Directors	166.118
209.	Petroleum Engineers	010.081
210.	Photoengravers	971.381
211.	Photographers	143.062
212.	Physical Therapists	079.378
213.	Physical Therapist Assistants	355.878
214.	Physician Assistants	072.268
215.	Physicians - General Practitioner	070.108
216.	Physicists	023.081
217.	Pipefitter - Steamfitters	862.381
218.	Plasterers	842.781
219.	Plumbers	862.381
220.	Police Officer	375.268
221.	Political Scientists	051.088
222.	Postal Clerks	232.368
- 223.	Pressers - Apparel	363.782
224.	Printing Press Operators	651.782
225.	Private Household Workers	303.138
226.	Probation Officers	195.108
227.	Production Lathe Operators	604.885
228.	Proofreaders	209.688
229.	Psychiatrists	070.108
230.	Psychologists	045.088
231.	Public Relations Practitioners	165.068
232.	Public Works Inspectors	168.168
233.	Punch Press Operators	615.782
234.	Purchasing Agents	162.158
235.	Radio-Television Announcers	159.148
236.	Radiologic Technologists	078.368
237.	Real Estate Agents	250.358
238.	Real Estate Appraiser	191.287
239.	Receptionists	237.368
240.	Recreation Leaders	195.228
241.	Recreational Therapists	079.128

242. Registered Nurses	075.378
243. Reinforcing Ironworkers	801.884
244. Restaurant Managers	187.168
245. Roofers	866.381
246. Route Drivers (Routeman)	292.358
247. Sales Engineers	007.151
248. Sales Representatives, Advertising	258.358
249. Salespersons - Manufacturing	289.358
250. Salespersons - Retail	289.358
251. Salespersons - Wholesale Trade	289.358
252. Sanitarians	079.118
253. School Counselors	045.108
254. Sculptors	148.081
255. Sewers	785.381
256. Secondary School Teachers	091.228
257. Securities Sales Agents	251.258
258. Service Station Attendants (Gasoline)	915.867
259. Sewing Machine Operators	787.782
260. Sheet Metal Workers	804.281
261. Shipping/Receiving Clerks	222.387
262. Shoe Repairers	365.381
263. Short Order Cooks	314.381
264. Singers	152.048
265. Social Workers	195.108
266. Sociologists	054.088
267. Soil Conservationists	040.081
268. Speech Pathologists	079.108
269. Station Agents	910.138
270. Stationary Boiler Firers	951.885
271. Stationary Engineers	950.782
272. Statistical Clerks	216.388
273. Stenographers	202.388
274. Stock Clerks	223.387
275. Structural Ironworkers	801.781
276. Surgical Technicians	079.378
277. Surveyors	018.188
278. Switch Yard Workers	910.884
279. Systems Analysts	012.168
280. Tailors	785.381
281. Taxi Drivers	913.463

	<u>D.O.I.</u>
282. Teachers Aide - Elementary	077.368
283. Technical Writers	139.288
284. Telephone Installer - Repairers	822.381
285. Telephone Linepersons	822.381
286. Telephone Operators	235.862
287. Television/Radio Service Technicians	720.281
288. Tellers	212.368
289. Ticket Agents	919.368
290. Tool/Die Makers	601.280
291. Truck Drivers - Local	906.883
292. Truck Drivers - Long Distance	905.883
293. Typesetting Machine Operators	208.588
294. Typists	203.588
295. Urban Planners	199.168
296. Veterinarians	073.108
297. Waiters and Waitresses	311.878
298. Welders	810.884
299. Winder Operators	590.885
300. Zoologists	041.081

APPENDIX D

Map of Regions, List of Counties



COUNTIES BY AREA

NORTHEAST

Aitkin
Carlton
Cook
Crow Wing
Isanti
Itasca
Kanabec
Koochiching
Lake
Mille Lacs
Pine
St. Louis

NORTHWEST

Becker
Beltrami
Benton
Cass
Clay
Clearwater
Douglas
Grant
Hubbard
Kittson
Lake of the Woods
Mahnommen
Marshall
Morrison
Norman
Ottertail
Pennington
Pilk
Pope
Red Lake
Roseau
Sherburne
Stearns
Stevens
Todd
Traverse
Wadena
Wilkin

SOUTHEAST

Blue Earth
Dodge
Faribault
Fillmore
Freeborn
Goodhue
Houston
Le Sueur
McLeod
Mower
Nicollet
Olmsted
Rice
Sibley
Steele
Wabasha
Waseca
Winona

SOUTHWEST

Big Stone
Brown
Chippewa
Cottonwood
Jackson
Kandiyohi
Lac Qui Parle
Lincoln
Lyon
Martin
Meeker
Murray
Nobles
Pipestone
Redwood
Renville
Rock
Swift
Watsonwan
Yellow Medicine

METROPOLITAN

Anoka
Carver
Chisago
Dakota
Hennepin
Ramsey
Scott
Washington
Wright