

Workforce Solutions Governance Committee Minutes

CORRECTED: 12/11/17

Date: November 13, 2017

Time: 2pm

Location: Center for Workforce Solutions

Attendance:

In attendance: Corey McCray (Ex Officio), Leslie Boughton (Ex Officio), Todd Estes (Ex Officio), Emily Richardson (Ex Officio), Batanya Gipson (Chair), Leona Davis-Daniels, Sylvia Ross, Thomas Stout, Laura Burnham

Absent: Christopher Fairbanks, Richard James, David Lee, Heather Kitsis, Lisa Peterson (Ex Officio), Calvin Scheidt, William Pearsall, Michael Lyle, Matthew Woods

I. Call to order

The Workforce Solutions Committee meeting was called to order by Batanya Gipson at 2:10pm.

II. Minutes

Leslie Boughton made a motion to accept and approve the meeting minutes for October 16th meeting. The motion was second by Laura Burnham and approved by the committee.

III. Reports

A. Officer Reports:

1. Chair: Batanya Gipson provided the following PAPC Meeting Review:

- ✚ The PAPC approved the revisions of the General Education Committee
- ✚ Recommendations for new methods of communication was sent to the president of the PAPC

2. Secretary: Leona Davis-Daniels provided the following:

- ✚ The Fall Classified Staff Professional Development Day held on October 27th was a very successful event.
 - a. Dr. McCray's presentation, Workforce Solutions Initiatives, generated a great deal of interest in Workforce programs, credential and funding resources.
- ✚ The Classified Association introduced the development of Classified Staff Professional Development Academy which will allow full and part-time Classified Staff employees the opportunity to earn CEU'S by taking certificate and credential courses. The goals are to:
 - a. Maintain retention

- b. Increasing and improve skills and abilities
- c. Increase diversity of industry and career pathways
- d. Increase internal statistics
 - i. Revenue
 - ii. Registration
 - iii. Credentials

IV. Open business

A. WSC Knowledge Base

1. Laura Burnham presented the Sharepoint page created for Noncredit to Credit Pathways. Allison Treloar, Web Communications suggests that the audience is what matters since it is the staff or the student who's looking at the information. She thinks that the spreadsheet is too much detailed information for the prospective student, and mentioned that Web Communications has had difficulty with implementing Workforce information due to software differences with WES. However, a link for short-term programs on the main page could be useful. She also thought Visual Communications might offer some helpful suggestions.
2. Each table was designed to provide as much information as possible to answer a student's questions in the most expeditious and comprehensive manner. Which of the two meets the immediate need? The group agrees that Table #1 is the most comprehensive of the two samples as it provides the most useful information for the end-user, and is student/user friendly.

📄 Sample Table #1: Listed the following columns:

- 📄 Program
- 📄 Type
- 📄 Financial Aid Eligible
- 📄 Workforce Financial Assistance Options
- 📄 Military Benefits Eligible
- 📄 Program Length
- 📄 Frequency Offered
- 📄 Workforce Initiatives
- 📄 Transfer to TCC

📄 Sample Table #2: Listed the following columns:

- 📄 Program
- 📄 Pathway
- 📄 Financial Assistance Options
- 📄 Program Length
- 📄 Frequency Offered
- 📄 Transfer Credit Options to TCC

3. Dr. McCray suggested that Phase 1 would be providing Table #1 to the Advising Task Force for a recommendation of its usefulness. Does the spreadsheet answer all of the questions? Phase 2 would address how to make it more intuitive and/or concise.

4. Batanya Gipson suggested that while the Advising Task Force is reviewing the content of the spreadsheet, Web Communications look at ways to accommodate the need of implementing it on the website. It was also asked if there is a need to include a point of contact on the page? If so, it would be the main number for Workforce, 757-822-1234.

5. Laura Burnham asked that the group be mindful of potential obstacles, such as:

- ✚ Changes in Workforce Solutions' information; a warning would need to be included to alert the audience of frequent updates.

- ✚ Making sure someone was assigned to the task of keeping the information up-to-date.

- ✚ Dr. McCray indicated that Workforce would own the document and would be responsible for the accuracy of the information published on the website.

6. It is suggested that Dr. McCray make an appointment to meet with Curt Wynn, Marketing Director, and Visual Communications for additional input.

7. Once Dr. McCray receives the feedback from the Advising Task Force, Curt Wynn, Web Communications, and Visual Communications, and shares that information with Batanya Gipson and subsequently, the committee, a quorum is needed to vote in the new year on implementing the new process.

B. Advance Standing Program Review Prioritization

1. Emily Richardson to provide Laura Burnham with a list of Workforce Programs.

V. New business

Dr. McCray shared the following preliminary information:

- ✚ Workforce Solutions has been working with professionals within the construction industry to develop a Construction Trades Academy.
- ✚ After working closely with eight or nine industry clusters needing focus for a period of time, it was determined that one industry, construction, was not getting the same attention.
- ✚ Economic Development looks at production and exports, neither of which provides data that includes the construction industry or respond to the demand of the industry's needs.
- ✚ WFS is looking for a facility that would allow for the flexibility to teach a course in a quick time from and get the workers out on the construction site immediately following.
- ✚ 20,000 square foot facility has been identified that the Real Estate Foundation has been asked to underwrite for \$1.2million.
- ✚ There are plans to present the proposal before the President's Cabinet on 11/16/2017.
- ✚ The Equipment Trust Fund and Capacity Building dollars will be used build out the facility with an option to use the Gift Campaign to fund the mortgage.
- ✚ There's a funding model currently in place to project future expenditures.
 - Rental space may be available for business training
 - There are six to seven programs planned.

VI. Other

Upcoming Meetings for 2017-2018:

January 22, 2018

February 19, 2018

March 19, 2018

April 16, 2018

May 21, 2018

VII. Next meeting

Monday, December 11, 2017 @ 1pm; Workforce Solutions, Conference Rm #105

VIII. Adjournment

Leslie Boughton motioned to adjourn the meeting @ 3:30pm, and properly second by Laura Burnham.

Submitted by

Leona Davis-Daniels, Secretary