



Workforce Solutions Governance Committee

October 4, 2016 @ 12noon

Meeting Minutes

Attendees: Dr. Corey McCray (Ex Officio); Lisa Peterson (Ex Officio); Emily Richardson; (Ex Officio); David Steinhauer; Heather Kitsis (Norfolk); Batanya Gipson (CMVE); Kelly Gillerlain (Chesapeake); Christopher Fairbanks (Portsmouth); Sylvia Ross (Norfolk); Leona Davis-Daniels (WFS)

Absentees: Bonita Volker (Norfolk); Kristina Bezanson (Chesapeake); Calvin Scheidt (CMVE); Barbara Murray (Virginia Beach); Richard James (Portsmouth)

Meeting convened: 12:13pm

Welcome & Introductions:

Dave Steinhauer welcomed the group, and introduced himself to the new participants.

Review Minutes of Last Meeting:

Dave Steinhauer made a motion to accept and approve minutes for 4/28/16 as written; properly second, and approved by the group.

Workforce Initiative Update:

Dr. McCray provided the following update:

1. As of July 2015, WFS has worked to create a new “Mission Statement,” that would support the offering of qualified training for professional and personal development; acting as a pipeline to employers to align the organization and employees by providing the training needed within the industry; plans of being the entity to develop a variety and wealth of opportunities to meet individual goals;
2. WFS has to do a better job of informing the community of what the organization does as well as the opportunities that are available;

- SNAP-ET is a \$3.4million dollar initiative to serve 1,100 people over a 3-yr period; students are assessed through a research grant to determine skill/literacy levels and how to transition to careers, such as:
 - Healthcare
 - Manufacturing
 - Port Logistics
 - Cybersecurity
 - Info Tech
- Opportunity, Inc. is working with Workforce to complete the training, and this partnership allows for the use of a \$178,000 fund where small businesses are supported, and the fund pays up to 50% of training for employees; WFS continues to gain the revenues from various resources that helps to maintain its sustainability
- FANTIC: 175,000 jobs went unfilled in Virginia because of a gap with unemployed and unskilled workers looking for employment; the fund is available to assist with training individuals with certified training of noncredit courses, and WFS spent approximately \$135k last year as a pilot program; current funds are @ \$200,000, are performance based, and must be used for Workforce Credentials Grant (WCG) courses; there is a qualification process; the participant pays 10%; courses available for training are as follows:
 - Welding
 - CMA – Certified Medical Assistant
 - Information Technology
 - Medical Billing & Coding
 - Commercial Driver’s License
- Workforce Solutions’ website will roll out a new design in the very near future as well as a brochure that’s being prepared to help with marketing; currently getting in front of as many groups as possible to discuss Workforce concerns and updates;
- Received the signed lease for the new Welding Facility on 10/4/16 for Workforce Training in response to the business community’s request to provide advanced welding training as recommended by the WFS Advisory Committee; planning to hire a full-time Welding Instructor to teach and work with industry businesses to provide needed training;

- Currently working on an MOU to offer specific ship training; the Pre-Hire Program has funds of \$250,000 provided by the VCCS to conduct Marine Welding, Marine Electrical & Marine Painter training;
- WFS has the following additions:
 - Lisa Peterson has accepted the position for Associate Vice President for Professional Solutions
 - Todd Estes has been appointed as Interim Associate Vice President for Corporate Solutions

The plan is to build a solid team of passionate professionals to align themselves with the goals and the mission in the strategic plan for WFS.

Vote on New Governance Committee Members:

Dave Steinhauer made a motion that the new members be accepted and approved as nominated; see the member roster attached to identify new members with an asterisk (*); the motion was properly second by Heather Kitsis, and agreed upon by the group. Meetings will be held every other month, or on an “as needed” basis.

Batanya Gipson reintroduced the suggestion of merging the Advanced Standing Taskforce with the WFS Governance Committee since several of the members were on both committees, and shared recommended that Laura Burnym and/or Kellie Sorey to participant or provide advice.

Select Officers:

David Steinhauer made a motion to accept the merging of the two committees together since they have very similar tasks of responsibility; therefore, the Advance Standing Taskforce would become a subcommittee to the WFS Governance Committee; the motion was properly second by Kelly Gillerlain and unanimously approved; Batanya Gipson will provide a list of names for the Taskforce for review and further discussion.

David Steinhauer nominated Kelly Gillerlain as Chairperson for the committee; the nomination was properly motioned, second, and approved; the committee will wait until more members are present to select the Secretary.

Dr. McCray discussed the reasoning behind the committee charges:

Charge #1: Internal Marketing

Dr. McCray expressed the need to share what WFS does internally and externally; suggests creating a 1-pg flyer of current programs; post the same information on the closed-circuit TV's; Kelly Gillerlain suggested that a WFS representative from the division or the Governance Committee to represent at the "All Counselors Meeting Sessions, Deans Meetings, Administrative Staff, as well as the Faculty and Staff Professional Development Days; lastly, the Committee Chair should take advantage of the opportunity to speak during the PAPC meetings; Dr. McCray followed up by stating that WFS should have space at the Convocation; .

Charge #2: Noncredit to Credit Crosswalk

Dr. McCray and Dr. DeMarte are working closely to move the college forward by merging initiatives; it was suggested that this charge be spearheaded by the Advanced Standing Taskforce; the Taskforce permits for experiences and courses to be assessed and aligned to allow the necessary crosswalk to properly evaluate the opportunities available to move students forward based on prior learning experiences.

David Steinhauer suggested that a database be used to identify potential students who desire to do something other than what they are currently doing; at present, there are at least 1,800 students available to use a pool.

Heather Kitsis suggested that there be a placement/career opportunity attached to the component of using the database tool.

Dr. McCray indicted that placement is not the college's primary responsibility, but to address that component, the organization is being advised by those in the industry; Dr. McCray plans to work with Kelly Gillerlain to incorporate course curriculum that will meet specific employment need for executives and manages.

Kelly Gillerlain suggested that the Bylaws be redone to reflect noted revisions made, with plans to send them out electronically for input by the committee.

The next meeting is planned for December 2016; additional details to follow; lunch will be provided.

Meeting concluded: 2:07pm