

Tidewater Community College – Workforce Development Governance Committee

Meeting Minutes, Monday September 17, 2012, 12 noon

Workforce Development Regional Center

Attending: Theresa Bryant, Henry Cobb, Wanda Hare, Diann Holt, Judy McMillan, Barbara Murray, Beno Rubin, Lahoma Rodriquez, Christina Rupsch, David Steinhauer, Gregg Tennefoss, Bonita Volker, Cynthia Welch

The meeting was opened. The committee members introduced themselves.

Theresa Bryant presented the annual charge. (See attachment)

Discussion on the charge:

- Supportive, positive feedback is coming out of the President's office
- Still seeking to fill the Director of Continuing Education, open enrollment is one of the many ways for Workforce Development (WFD) to engage the community
- VP Bryant distinguished open enrollment as the equivalent of continuing education on various topical areas that anyone could enroll in contrast to continuing education through contracts with business.
- Ideas for programs include an "Over 50 Series" which gets some funding; historically we discussed the "FunU" series.

Action

Forward any ideas to Bonita Volker, so she can compile the committee feedback for future discussion.

Report on the completion of the survey and the video (2011-2012 Charge):

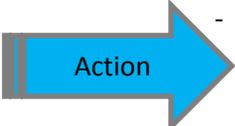
- VP Bryant handed out the survey results. We achieved a 10% response comprised of feedback from 44% classified, 40% faculty and 16% Administrative staff. 60% of the responses were from full time employees
- The survey generated three (3) pages of insightful feedback, indicating that there is work to be done to spread the word about WFD.
- VP Bryant will be developing a list of Frequently Asked Questions (FAQ's) that can be developed from the feedback and distributed to all.
- Further discussion suggested that, after the FAQ's are circulated and the video(s) completed, we survey again next year to monitor effectiveness of response to the survey.
- The video production is stalled simply by the breadth and depth of the services offered by WFD. Rework of the video process is to have a single video point, with references in that video to the individual programs. This is still a work in progress.

Action

Noteworthy Progress Reported:

- AVP Cobb described successful rework with Simi Tomo. WFD collaborated with the firm to undergo Executive Coaching, change management and employee training in the redesign of the business. The President of Simi Tomo was present at a meeting with the College Board Meeting to discuss the process and the success. This story is also still in progress because of the successful collaboration with the company, worldwide and TCC WFD.
- Barbara Murray delighted at the opportunity for WFD to be invited to the Executive Staff Meeting to present the success with the Summer Institute and the Smart Center and Career Pathways. The information was well received by the Executive Staff.
- VP Bryant noted that she will be meeting with the Deans and Provost of the Norfolk Campus to discuss the opportunities of dual enrollment.
- Nauticus is collaborating with WFD to provide space for continuing education programs.

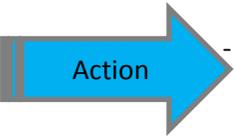
Round Robin Old Business:



Action

- The flyer for the Norfolk Naval Shipyard (NNSY) Apprentice mail out needs to be revised as soon as possible. New personnel in the Human Resource Department at NNSY are preparing a schedule when the flyers can be presented, as NNSY is staging its recruiting. David Steinhauer is collaborating with NNSY and WFD.
- Gregg Tennefoss noted many signs of dissolving the lines between academics and WFD resulting from a successful meeting with the Virginia Beach Campus Deans.
- Depending on the outcome of the November 2012 elections, inquiry was made as to what plans were in progress to meet the needs of layoffs or job transitioning. VP Bryant stated that WFD is in serves as a Rapid Response Team for placing people in credit or non-credit courses. Examples cited were JFCOM and the On Ramp Program.
- Judy McMillan offered there is a great need and demand for pretesting and noted there is a lack of space. This is an opportunity for WFD.
- Clarification was made regarding courses showing up on an Instructor's Course Schedule on SIS. The WFD courses are not considered part of the faculty contract; it is a unique and separate contract.
- Christina Rupsch explained that there are plenty of opportunities for Continuing Education at the Visual Art Center yet there is lack of space.
- Christina Rupsch offered that there are opportunities for us to take a manageable niche area and attach it to a service. She and VP are collaborating on this item.
- VP noted that the Jobs Skills Training (JST) program received an Exemplary Program National Award.

New Business



Action

- Everyone was reminded of the Professional Development Breakfast, Wednesday September 19th at the Regional Workforce Development Center. Breakfast is served between 7 and 7:30 a.m. and the program will be from 7:30 a.m. – 8:30 a.m.



Action

- Academic Year meeting dates. The host will contact Bonita Volker with the meeting room. Bonita Volker will send out meeting notices so that all can book on their calendars well in advance.

Meeting Dates for Academic Year 2012 - 2013

MEETING DATE	CAMPUS HOST	CAMPUS HOST CONTACT
NOVEMBER 19	CHESAPEAKE CAMPUS	BENO RUBIN
JANUARY 28	VIRGINIA BEACH CAMPUS	GREGG TENNEFOSS
MARCH 18	PORTSMOUTH	DAVID STEINHAUER
APRIL 22	NORFOLK CAMPUS	BONITA VOLKER