



## Workforce Solutions Governance Committee Minutes

**Date:** December 12, 2016

**Time:** 1pm

**Location:** Center for Workforce Solutions

### **Attendance:**

**In attendance:** Dr. Corey McCray (Ex Officio); Lisa Peterson (Ex Officio); Emily Richardson; (Ex Officio); Todd Estes (Ex Officio); David Steinhauer (Portsmouth); Heather Kitsis (Norfolk); Batanya Gipson (CMVE); Kelly Gillerlain (Chesapeake); Christopher Fairbanks (Portsmouth); Kristina Bezanson (Chesapeake); Richard James (Portsmouth); Matthew Woods (Portsmouth); Thomas Stout (Chesapeake); Laura Burnham (District); Chris Blow (CMVE); Leona Davis-Daniels (WFS)

**Absent:** Leslie Boughton (Ex Officio); Bonita Volker (Norfolk); Calvin Scheidt (CMVE); Barbara Murray (Virginia Beach); Sylvia Ross (Norfolk); Casey Clements (VA Beach); David Lee (VA Beach); William Pearsall (Chesapeake); Michael Lyle (VA Beach)

**Guests:** N/A

### **I. Call to order**

1:12pm by Dr. McCray and turned over to Kelly Gillerlain

Kelly Gillerlain announced that she would have to resign her position as Chair for the committee since she has been assigned the role as Interim Dean for Jim Perkinson who's retiring soon.

### **II. Guest speakers**

N/A

### **III. Minutes**

Kristina Bezanson made a motion to accept and approve minutes for 10/4/16 with corrections noted; Thomas Stout properly second the motion; minutes were approved by the committee w/corrections.

### **IV. Reports**

A. Officer Reports:

Kelly Gillerlain provided the following PAPC Meeting Review for 10/21/2016:

- ✚ The website is to be amended by Terrence Johnson; any request should be sent to him at [tdjohnson@tcc.edu](mailto:tdjohnson@tcc.edu)

- ✚ Committee openings should be sent to the PAPC Chair, Monica McFerrin by March 31, 2017
- ✚ Plans for the Professional Development Learning Institute is in the works for August 2017 @ the Portsmouth Campus
- ✚ Global & Intercultural Learning is planning a trip to the Czech Republic to study abroad
- ✚ The Diversity & Inclusion Committee folded in with the Internal Relations Committee
- ✚ A WFS participant is needed for the Curriculum Development Committee w/Eugenia Taylor

- B. Committees – None
- C. Reports from Subcommittees – None

## V. Open business

- A. As a result of the vacancy left for the Chair position, Kristina Bezanson nominated Batanya Gipson as Chair for the Committee; Kelly Gillerlain properly second the motion; the nomination was unanimously approved by the committee; Batanya Gipson nominated Leona Davis-Daniels for the position of Secretary; Kristina Bezanson properly second the motion; the nomination was unanimously approved by the committee.
- B. The next PAPC meeting is scheduled for Friday, December 16, 2016 @ 2pm; Attendee to be determined.

## VI. New business

- A. The committee reviewed the Bylaws and current members list; there are several changes to be made in the Bylaws; to include the merging of the Advanced Standing Committee as members of the WFS Governance Committee; Thomas Stout and David Steinhauer agreed to do a thorough review of the Bylaws to make the necessary adjustments;
  - B. In response to the effort to support **Charge #1 “Develop an internal TCC marketing campaign to improve and inform faculty and staff of Workforce Solutions course offerings and capabilities and increase awareness of the opportunities for career development through noncredit training,”** Leona Davis-Daniels reported on the successful turnout of the exhibit that was setup at the Classified Staff Professional Development Day on October 28, 2016; there were a number of inquiries pertaining to Open Enrollment & CMVE courses, as well as a request for a CDL Refresher Course and internships to help credit students obtain experience in their career fields. The following suggestions were made to increase the marketing efforts:
    - ✚ Contact Fred Stemple, Associate Vice President for Faculty Professional Development, to schedule appointments to meet with faculty members
    - ✚ Visit the Provost’s and Dean’s Meetings
    - ✚ Visit Counselors and Librarians
    - ✚ Visit Academic Advisors, Career Coaches & Student Success
- Put together a plan to invite Curt Wynn and other key marketing staff to help with the marketing goals.

C. In response to the effort to support **Charge #2 “Work with the Workforce Solutions team to develop procedures to cross-walk noncredit courses and training into advance standing (credit for non-credit training) opportunities for Workforce Solution students and ensure adherence to SACSCOC Principles of Accreditation; in particular Comprehensive Standard 3.4.8 – Noncredit to Credit,”** the discussion was in reference to how CEU’s compare to credits for the Welding Programs for both credit and noncredit using a pilot as well as a guide to determine the differences; plan to address the needs for entry level programs and advanced welding, as well as meeting the needs of the industry such as the Newport News Shipyard; the goal is to get a policy on how CEU’s are applied and transferred for credit.

**VII. Other**

[Use as needed]

**VIII. Next meeting**

Monday, February 20, 2017 @ 1pm; Workforce Solutions, Conference Rm #105

**IX. Adjournment**

Richard James motioned to adjourn the meeting @ 2:45pm, and properly second by Kristina Bezanson

Submitted by  
Leona Davis-Daniels, Secretary