



Workforce Solutions Governance Committee Minutes

Date: May 21, 2018

Time: 1pm

Location: Center for Workforce Solutions

Attendance:

In attendance: Corey McCray (Ex Officio), Todd Estes (Ex Officio), Batanya Gipson (Chair), Leona Davis-Daniels, Laura Burnham, Claudia Macon, Tiffanye Sledge, Thomas Stout,

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

I. Call to order

Batanya Gipson called the Workforce Solutions Committee meeting to order at 1:13pm.

II. Minutes

Claudia Macon made a motion to accept and approve the meeting minutes for the February 19, 2018 meeting with corrections as noted. The motion was second by Tom Stout and approved by the Committee.

III. Reports

A. Officer Reports:

1. Chair: The PAPC Bylaws.
2. Secretary: No Report

IV. Open business

A. Laura Burnham asked to follow up with the Workforce representative responsible for the maintenance of the spreadsheet on SharePoint. Lisa Peterson is the Workforce representative. Dr. McCray to convey the information.

V. New business

A. New Member Introductions

1. Batanya Gipson sent an email to the Pathway Deans concerning the committee vacancies. She provided the following report:

✚ Anthony Fontes, Workforce Solutions, Grants and Special Programs will join the committee with Ex Officio status.

✚ Gabriella Toletti, Norfolk Campus, joined the committee as the representative for the Arts & Humanities Pathway.

✚ Claudia Macon, Virginia Beach Campus, joined the committee as the representative for the Business Pathway.

✚ 23 years with TCC; 12 years teaching.

✚ Tiffanye Sledge, Portsmouth Campus, joined the committee as the representative for the Social Sciences and Education Pathway.

✚ 15 years teaching; previous experience with Workforce.

B. Bylaws

1. Batanya Gipson provided the following update:

✚ Changes were made to the Bylaws that addresses the number in the committee's quorum and whether to move the day the committee plans to meet.

2. Meeting Calendar

✚ The current plan is to continue meeting on the 3rd Monday of the months that WSC is in session and make adjustments with flexibility as needed.

✚ Upcoming meeting dates proposed:

○ **9/17/18** – to be held in Chesapeake at either the Campus or RAC; location to be determined.

a. Plan to elect Chairperson.

b. Discuss the possibility of holding meetings in remote location to allow for flexibility that would accommodate the Faculty members' schedule.

c. Tom Stout suggested allowing the remote location to host the meeting and spotlight the Pathways accomplishments.

○ **10/15/18**

○ **11/12/18**

○ **12/10/18**

○ **1/28/19**

○ **3/25/19**

○ **4/22/19**

a. Select calendar dates for the next academic year during the April 2019 meeting.

✚ Dr. McCray will consult with the WFS Leadership Team to collectively prepare a charge for 2018-2019

Tom Stout made a motion to adopt the proposed meeting calendar for the 2018-2019 academic year. The motion was second by Laura Burnham and approved by the Committee

VI. Other

Claudia Macon volunteered to represent the office of the committee's Secretary for 2018-2019 and 2019-2020 academic years. The committee will conduct an official acceptance and approval of the position in the fall meeting.

VII. Next meeting

Monday, September 17, 2018 @ 1pm; Chesapeake; Location to be determined

VIII. Adjournment

Thomas Stout motioned to adjourn the meeting @ 2:18pm, and properly second by Laura Burnham.

Submitted by

Leona Davis-Daniels, Secretary