

**North Carolina Community College System
Technology & Workforce Development
Leadership Committee**

**Meeting Summary
August 11, 2010**

The August 2010 meeting of the Workforce Development Leadership Committee (WDLC) was held as a conference call on August 11, 2010. The following members and guests were in attendance.

<p>Members in Attendance: Barbara Boyce, Dir Con Ed, NCCCS Doris Carver, Piedmont CC Barbara Greene, Cleveland CC Velva Jenkins, Brunswick CC Carol Johnston, Mitchell CC Laura Leatherwood, Haywood CC Brad Ledbetter, McDowell TCC Sue Marion, Forsyth TCC</p>	<p>Sharon McGinnis, Coastal Carolina CC Jeanie Moore, Rowan-Cabarrus CC George Sappenfield, Surry CC Sam Strickland, Wake TCC Stelfanie Williams, Central Carolina CC Dr. Sandra Williams, VP- Technology/Workforce, NCCCS</p>	<p>Members Not in Attendance: Randy Parker, Vance-Granville CC</p> <p>Others in Attendance: Phil Batts, Public Safety, NCCCS Robin Coates, HRD, NCCCS Stephanie Deese, Workforce Dvlp, NCCCS Tracy McPherson, Public Safety, NCCCS</p>
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Approval of Minutes

Barbara Greene, Chair opened the meeting. Minutes from the July 2010 meeting were approved as submitted.

Review of Course Requests

Course ID	Course Title/Description	R	M	Program Area	Recommendation
EPT-XXXX (34 courses)	Course information on File			R41- Emergency Preparedness	New courses approved as submitted.

NCCCS System Office Updates –

- Dr. Williams updated the group on the following topics: Basic Skills Plus and the Code Green Super CIP project.
- Tracy McPherson briefed the committee on NC Division of Emergency Management’s new learning management system called TERMS. Once fully operational, this online system will be the centralized database used to verify credentials of first responders called upon during state emergencies.
- Stephanie Deese summarized information contained in the JobsNow July Report - The end of August marked the second benchmark for reversion of funds based on what colleges have spent. They were to have spent 60% by this mark or they would lose dollars and they will be redistributed to a college who has met their spending goal. If a college wanted additional money they must have spent 90% of their funds.

Conference Notes

- **Workforce Development Partnership Conference** October 13-15 in Greensboro at the Kory Center.
- **New HRD Director's Orientation** will be September 21 & 22 at the System Office. This orientation will provide an overview of HRD programming, NC General Statutes and NC Administrative Code. It is open to new HRD coordinators or those who supervise HRD coordinators.
- **Public Safety** will have a follow up meeting for Public Safety instructors on September 29. Tracy anticipates regular standard meetings to be established.
- The first **Leadership Institute for Continuing Education Administrators** will be held August 24-25 at the Raleigh Hilton.

Old Business

- Barbara reported that the three Regional Dean's Meetings held in July were well attended (between 40-60 people per meeting) and continues to be a great venue for professional development and system office updates.

New Business

- Jeanie Moore asked for recommendation from the group for records management systems as they are in need of a storage solution. Dr. Williams suggested that the college call Stephen Reeves, Information Technology Security, at the System Office regarding security issues. Barbara will provide additional information at the September meeting.

Meeting adjourned at 11:05 am August 11, 2010

Next Scheduled Meeting: September 15, 2010 at 10:00 a.m. (onsite)